NEW

iPhone

The Complete Manual

The independent handbook for iPhone users

Updated for latest devices

100% UNOFFICIAL

Digital Edition

FUTURE

TWENTY-FIFTH EDITION

Welcome to iPhone

The Complete Manual

The iPhone is the most popular smartphone on the market. From making calls and sending texts, to browsing the web and downloading music, Apple's game-changing smartphone is both your ultimate business sidekick and complete source of entertainment. In this book, we take you through every step of using your iPhone and iOS 15, including how to set up your device, the gestures you'll need to know, and the apps that open up a world of possibilities. We even show you how to pair up your iPhone and Apple Watch. The iPhone Complete Manual really is the best way to discover everything your iPhone has to offer.

Image © Apple Inc

FUTURE

iPhone
The Complete Manual

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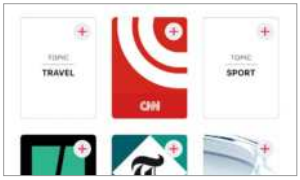

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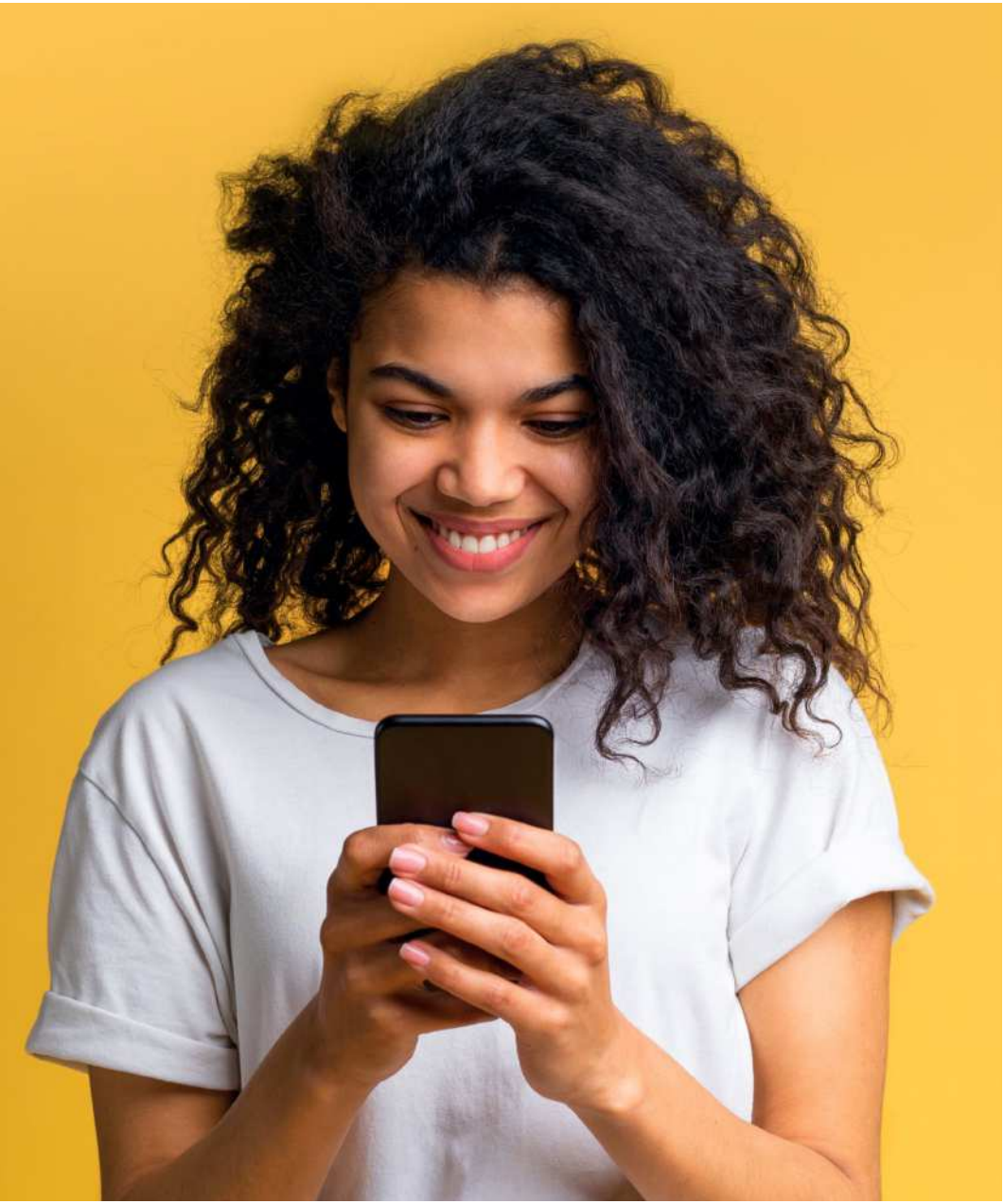
An introduction to iPhone

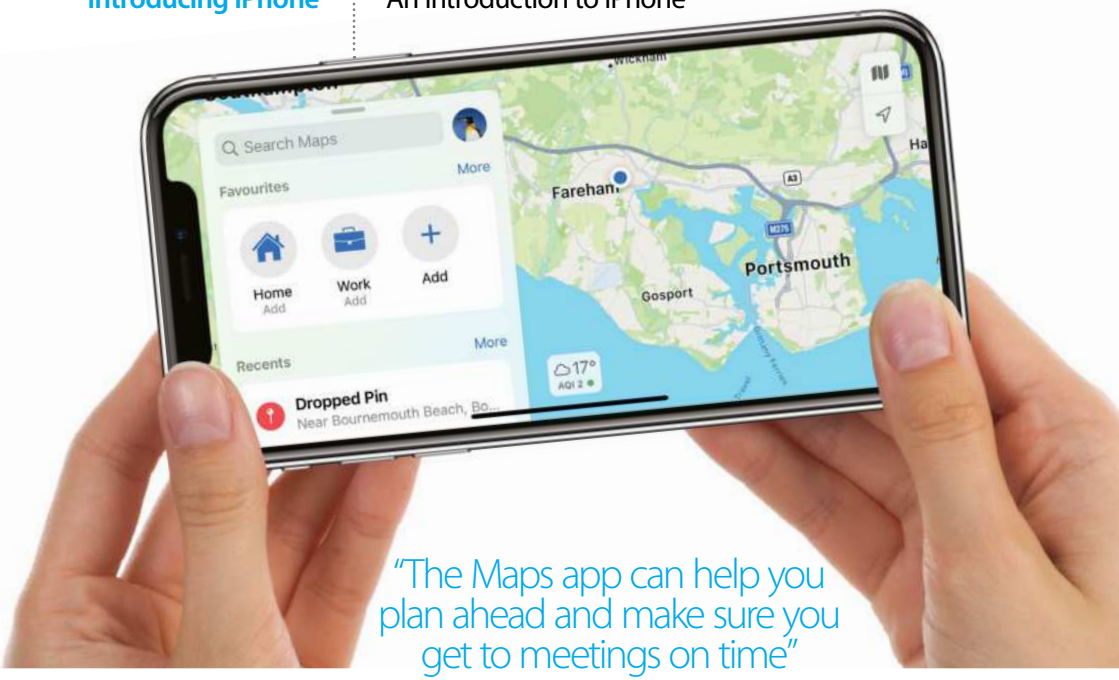
What makes the iPhone one of the best smartphones available? It's time to find out…

The original iPhone completely transformed the smartphone market. Its beautiful screen, versatility and fantastic built-in apps struck a chord with consumers and critics alike. It is built to run iOS, the operating system also used in the equally impressive iPod touch. This book offers you an in-depth guide to the wonderful iOS 15, which has seen a major redesign in some areas – most notably the Home screen. With finger-friendly icons and an environment that lets you get on with what you want to do, ease of use is apparent in every part of the software.

When you also consider the long battery life, exceptional build quality and near-perfect screen, you start to realise that this is a smartphone built for anyone who wants to work and play anywhere. Thousands of apps are available to extend the experience and help you to get as much use as possible.



An introduction to iPhone



"The Maps app can help you plan ahead and make sure you get to meetings on time"

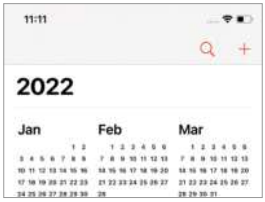


Fig 1 The simplistic Calendar app interface works very well for complex agenda management

Fig 2 The Clock app can deal with alarms, world times and instant timings, including a Timer and Stopwatch feature

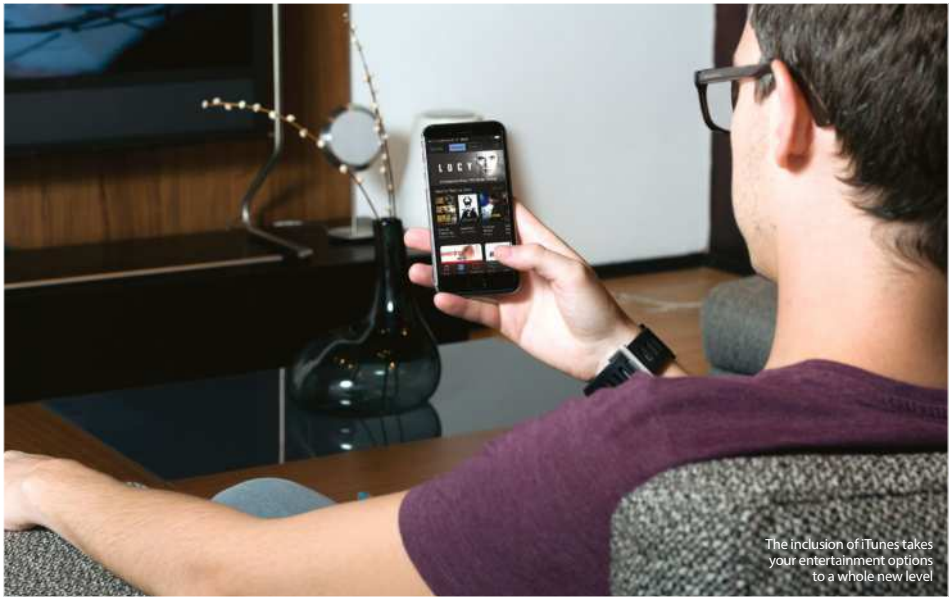
Get organised

The iPhone is packed full of useful functionality out of the box and the tools to get yourself organised are all included. First up is the Calendar app, which looks quite basic at first glance, but when you dig below the surface you start to realise that the simplistic interface is actually very useful when handling complex calendars (Fig 1). You can deal with more than one calendar at once and also accept invitations automatically.

The Reminders app lets you quickly add tasks that need to be done at a certain time and alerts will sound when required. You can even set Reminders to activate when you reach a particular location. The Clock app will wake you up with an alarm every day and also includes timers that can be used for time-dependent tasks (Fig 2). We shouldn't forget the Contacts app, which will help you to detail every person you need and to add lots of information for each one.

Get work done

The iPhone is not just designed for fun and games; it can be utilised for work as well. The Mail app is able to let you preview Office documents when they are received and you can also use the well


The inclusion of iTunes takes your entertainment options to a whole new level

thought-out keyboard for writing things down using the Notes app. You can also utilise the Maps app to help you get to meetings and to plan ahead, so you know how much travelling time you can expect and what public transport will get you there.

As time has passed, the potential of the iPhone in the workplace has been realised and there are thousands of apps available to let you undertake specific tasks. However, for the basics and the general day-to-day work tasks that take up most of your time, the iPhone is able, from a software and hardware perspective, to help you get everything done that you need to.

Enjoy yourself

The iPhone is perfect for keeping yourself and your family entertained anywhere. The Videos app lets you watch movies for hours at a time before a charge is needed, perfect for long distance flights. Plus, the sound quality is superb through headphones and even the external speaker. The Music app is also on hand to play all of your synced tunes, and the introduction of the Apple Music streaming service means you can listen to whatever you want when you want (Fig 3). The inclusion of iTunes (Fig 4) takes your

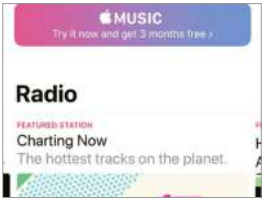


Fig 3 The Music app features Apple's own 24/7 radio station, Beats1. You can listen to it without an Apple music subscription

Fig 4 Music, ringtones, films, TV shows – they are all available to buy through the iTunes app

How the iPhone can improve your life

Productivity
The iWork suite of apps let you produce spreadsheets, presentations and documents easily, and the touch interface makes work fun.

Lifestyle
Whether you want to improve your photos, make beautiful music or create home videos, you can do it all in style on an iPhone using the creative suite of apps.

Entertainment
The Books app lets you purchase and read eBooks (that look like paper titles) and you can also watch full-screen videos and play music whenever you want to.

"There are situations where the iPhone is perfect for providing entertainment"

entertainment options to a whole new level. From music to movies and from TV shows to eBooks, everything you need is available to purchase and download straight to the iPhone. You can also create your own keepsakes using the camera or by transferring a photo collection to the iPhone for viewing whenever you want to remember a good time. There are many situations where the iPhone is perfect for providing entertainment.

iOS 15's great features

The release of iOS 15 saw a wealth of tweaks and new features, some big, some small, but all designed to make managing your life easier. Perhaps the most notable change is the introduction of

iPhone accessories

Apple Watch
Get more from your iPhone with an Apple Watch. Accept calls, track your heartbeat and so much more with this brilliantly intuitive piece of kit

AirPods
These wireless earphones provide exceptional sound quality and include sensors that can detect when they are in your ears and when you are not so they can stop the music accordingly. The AirPods can also be used to access Siri

Camera lens
If you like taking pictures, then the iPhone's incredible camera will be one of the major selling points. Take things further by purchasing a clip-on lens, allowing you to zoom, apply effects and more

Speakers
Your iPhone can act as the perfect music device, and part of this is sharing music with friends. A good speaker can help you be the life and soul of the party

Wireless storage
There are a number of devices you can purchase that will allow you to upload files and images onto a portable device, freeing up space on your phone. You can also transfer data and stream media from your phone

Battery pack
If you're a heavy user, you may find that your iPhone's regularly running out of battery power. Investing in a battery pack will give your iPhone an extra boost when it most needs it

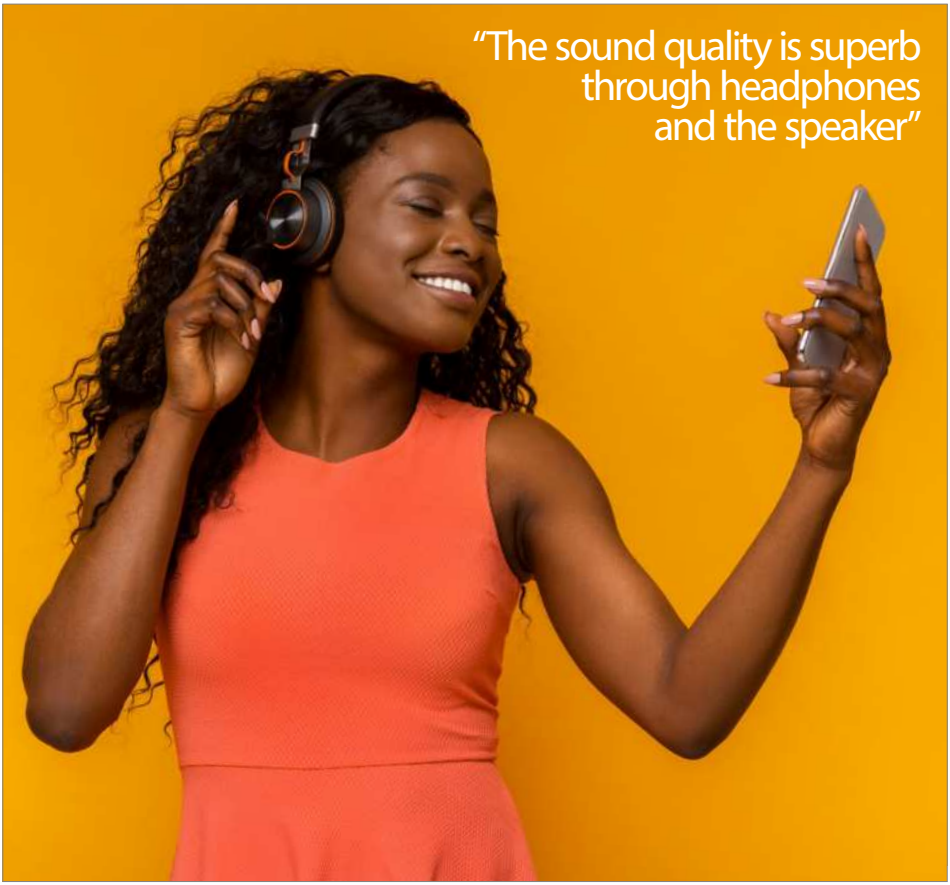


Fig 5 The Messages app enables you to create your own Animoji, which you can design to look like yourself – or not

SharePlay in FaceTime. While you're on a video call with friends or family you can now share what you're watching on Apple TV or listening to on Apple Music so you can experience it together.

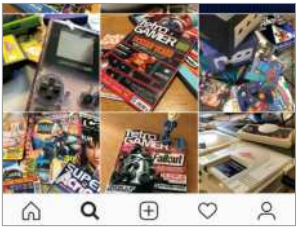
Safari's interface has been given an update so browsing with one hand is more comfortable, and if you were a fan of Memojis then you're in luck as there are more customisation options.

The Maps app has been redesigned, so finding traffic accidents or obstructions on your journey is now simpler, and the step-by-step directions menu has been made easier to access. For those who prefer public transport, you can now pin your preferred routes so those daily journeys are less stressful.

Top iPhone applications

Facebook
Stay in touch effortlessly with this app that is even integrated into the iOS to allow you to post from other apps.

Sky+
A must if you are a Sky+ subscriber as it allows you to browse TV listings and set your box to record remotely.



Instagram
A cool social network for photo fans. Take pics through this app and apply all manner of special FX on the fly.

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The official Twitter account for All About Space magazine. Subscribe to the digital & print edition:
Editor: @Gemma_Lavender

Twitter
Keep up to date with the millions of users that are creating trending topics and hashtags.

Netflix
Stream a wide range of films and TV shows straight to your iPhone through this hugely entertaining app.

TuneIn Radio
This free app lets you find any station from across the world and listen to any type of music whenever you want to.

BBC iPlayer
Ensure that you never miss your favourite BBC programmes with this essential portable viewing platform.

eBay
Browse, watch and track your purchases on the move with this handy mobile shopping app.

YouTube
Available as a free download, YouTube is a rich source of visual entertainment and caters to all tastes.

"The Translate app was introduced and is capable of translating text or speech from 11 different languages"

18+

WHAT IS AVAXHOME?

AVAXHOME–

the biggest Internet portal, providing you various content: brand new books, trending movies, fresh magazines, hot games, recent software, latest music releases.

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Protect your downloadings from Big brother
Safer, than torrent-trackers

18 years of seamless operation and our users' satisfaction

All languages
Brand new content
One site

AVXLIVE.ICU

AvaxHome - Your End Place

We have everything for all of your needs. Just open https://avxlive.icu

Set up your iPhone

We show you how to activate your iPhone for the first time and familiarise yourself with this wondrous device

© Apple Inc

1 **Turn your iPhone on** To turn on your iPhone for the first time, press and hold the On/Off button (the lozenge-shaped button on the top right of the phone) for about three seconds. If your iPhone is new or has been recently reset you should be greeted with the Apple logo, then after ten seconds or so, a plain screen with 'Hello' written on it (Fig 1).

2 **Resetting a pre-owned iPhone** If, when you turn your iPhone on via the On/Off button, you are taken straight to the Home Screen, then your iPhone is already activated. If you wish to reset the iPhone so you can set it up as new, go to the Settings app and scroll down to the Reset option and 'Erase All Contents And Settings'. You can then follow this tutorial to activate your iPhone as new.

3 **Slide to unlock** At the plain-looking iPhone screen (as shown in Fig 1), you need to slide your finger to the right across the arrow at the bottom to continue. At this screen the iPhone is locked (as shown by the padlock icon in the top-centre of the screen). You will need to perform the sliding motion every time you wish to wake the iPhone up, so get used to it!

4 **Waking up the iPhone** If at any point during the activation process the iPhone goes to 'sleep' (the screen goes blank), it's usually because it was left unattended. You can wake it up simply by pressing the Home button (the circular one at the bottom-centre of the iPhone's front) or tapping the On/Off button. You'll then have to unlock your iPhone as shown in Step 3.

5 **Select your language** Once you've unlocked your iPhone, you will see a short list of common languages to choose from. If the language that you'd like is not in this list, tap the downwards arrow. You will then be presented with a list of different languages (Fig 2). The language you choose here will be the language that your device is set to.

6 **Select your country or region** Now, similar to choosing your language, you will have a short list of countries/regions to choose from (Fig 3). If your country or region is not in the list, tap 'Show More…' and pick yours from there. This will determine the apps that are available in the App Store and the various media available from the iTunes app, as well as the correct currency.

Swipe your finger upwards from the slider at the bottom of the screen to unlock your iPhone

Fig 1, Turn on Fire up your iPhone

Fig 2, Select language Choose from the list

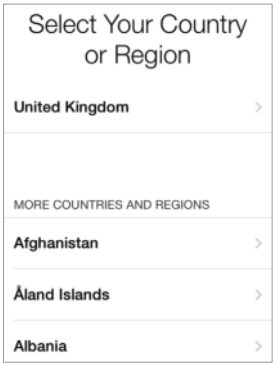

Fig 3, Select your region This affects apps

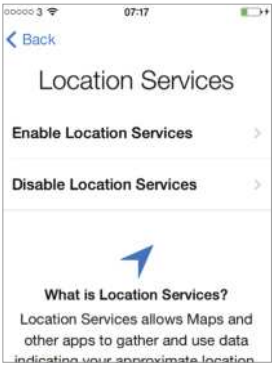

Fig 4, Location Services This is used by apps

Choose a Wi-Fi Network
AppiusWNAP
Imagine WiFi
Choose another network
Use Mobile Connection
Set up your iPhone using mobile data if your Wi-Fi network is not available.

Fig 5, Connect to Wi-Fi Scan for networks

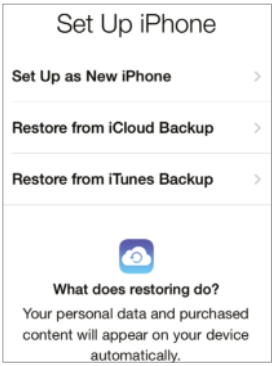
Set Up iPhone
Set Up as New iPhone
Restore from iCloud Backup
Restore from iTunes Backup
What does restoring do?
Your personal data and purchased content will appear on your device automatically.

Fig 6, Set Up iPhone Choose an option

Set up your iPhone

7 Location Services The next part of the process is dedicated to your device's Location Services (Fig 4). This allows apps to gather and use data indicating your approximate location, which is incredibly useful if you ever lose your device. For a more detailed explanation on the service, tap 'What is Location Services?' towards the bottom of the screen. Tap 'Done' when you've finished.

8 Enable or Disable You must either enable or disable the Location Services service by tapping on your chosen option – there is no option to skip the step. If you are still unsure of the purpose of this feature and need more information then don't worry; you can activate it later from the Settings app in the Home Screen. Tap 'Next' to continue the activation process.

9 Connect to a Wi-Fi network Your iPhone will be able to connect to the internet wirelessly via a Wi-Fi connection. If you have a Wi-Fi network set up in your house it will appear in the menu (Fig 5). Tap on it and you will need to enter your password using the on-screen keyboard. When you've entered the password, tap the Join button either on the keyboard or the dialog box.

10 If you don't have a Wi-Fi connection… If you can't access a Wi-Fi connection, but you do have a computer with iTunes installed, you can continue the activation by connecting your iPhone to the computer via the supplied USB cable and then choosing the 'Connect to iTunes' option beneath any other wireless networks the iPhone could pick up.

11 Set Up iPhone The next screen you'll see will present you with three options: Set Up as New iPhone, Restore from iCloud Backup, and Restore from iTunes Backup (Fig 6). You will most likely want to choose the first option, which requires no more than a tap of the 'Next' button in the top right to continue with the activation (Step 14). However, we will also look at the other choices…

12 Restore from iCloud Backup You should choose this option if you have an iCloud account that has a backup attached to it. Once you've chosen and tapped 'Next' you'll have to enter the Apple ID of the account that has the backup, and its password. You'll then be able to restore the iPhone from the backup. New iPhone owners won't use this.

You can also activate your iPhone via iTunes by connecting it to a computer via USB

13 **Restore from iTunes Backup** If you choose this option you can restore your iPhone from a backup kept on your desktop computer in iTunes. Connect your iPhone to your computer via the USB cable and select the backup you want to use from iTunes. Note that you can also set the iPhone as a new one (as if you tapped the 'Set Up as New iPhone' button in Step 11) from here.

14 **Apple ID** The Apple ID, which you create in the next step of the activation, is one of the most important things you will do during the process. A tap of the 'What is an Apple ID?' link at the bottom of the screen tells you why ownership of an Apple ID is essential. You will need one to download apps from the App Store, buy songs from iTunes and purchase books from iBooks.

15 **Create an Apple ID** If you have yet to create an Apple ID, it's incredibly simple to do so, and you can do it from the comfort of your iPhone. Tap the Create a Free Apple ID button (Fig 7) and you'll have to enter your birthday (which will be used in case you forget your password), your name, and the email address that will eventually become your Apple ID.

16 **Sign In with an Apple ID** Due to the exceptional success of Apple programs like iTunes, you may already have an Apple ID without so much as touching an iPhone, Mac, iPhone, or iPod. If you have one, tap Sign In with an Apple ID and enter your ID and password. If you know you own one but can't remember the details, tap 'Forgot Apple ID or Password?' and you'll be able to retrieve it.

17 **Read the Terms & Conditions** After signing in with either your brand new or existing Apple ID, you will be presented with a screen of Terms and Conditions that relate to all aspects of your iPhone and the services that you will be using, such as iCloud, Game Center and so on. If you wish to read them on a larger screen, you can email them to yourself by tapping the 'Send by Email' button.

18 **All about iCloud** After 30 seconds or so, you will have the opportunity to set up one of the most revolutionary services Apple has created: iCloud – a fantastic cloud service that enable you to wirelessly keep your contacts, emails and calendars across multiple devices without you having to do anything. Tap 'What is iCloud' (Fig 9) to find out more about how it can benefit your life.

An Apple ID enables you to buy music, movies and books straight from the comfort of your iPhone

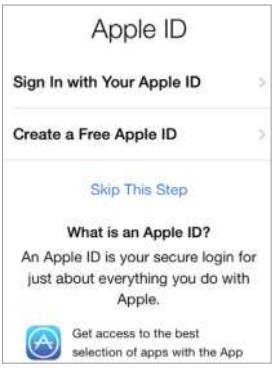
Apple ID
Sign In with Your Apple ID
Create a Free Apple ID
Skip This Step
What is an Apple ID?
An Apple ID is your secure login for just about everything you do with Apple.
Get access to the best selection of apps with the App

Fig 7, Apple ID You need one of these

Terms and Conditions
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IMPORTANT
Please read the following terms before using your iOS device. By using your iOS device, you are agreeing to be bound by the iOS Terms and Conditions. If you choose to use iCloud or Game Center, or both, you are agreeing to be bound by the respective iCloud and Game Center Terms and Conditions.
A. iOS Terms and Conditions
B. iCloud Terms and Conditions
C. Game Center Terms and Conditions

Fig 8, T&Cs You must agree to these

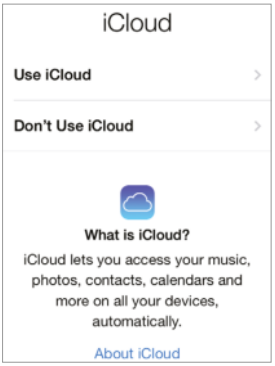

iCloud
Use iCloud
Don't Use iCloud
What is iCloud?
iCloud lets you access your music, photos, contacts, calendars and more on all your devices, automatically.
About iCloud

Fig 9, iCloud There to make your life easier

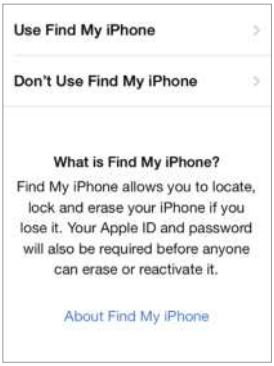

Use Find My iPhone
Don't Use Find My iPhone
What is Find My iPhone?
Find My iPhone allows you to locate, lock and erase your iPhone if you lose it. Your Apple ID and password will also be required before anyone can erase or reactivate it.
About Find My iPhone

Fig 10, Find My iPhone Locate a lost device

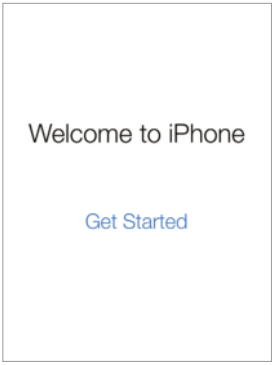


Fig 11, Complete! Start using your iPhone

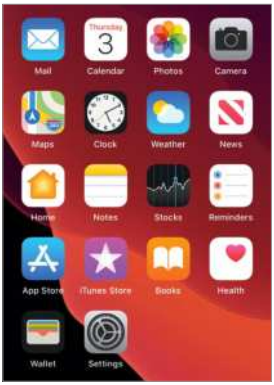


Fig 12, Home screen Have fun!

Set up your iPhone

19 **Enable or disable iCloud** Tap the top option to enable iCloud – it's free (although there is the option to pay to increase your storage space, which you can do in Settings). If you choose not to enable it, you will miss the opportunity to set up Find My iPhone in the next step of the process. You can, however, enable it from the Settings app once you've completed the activation.

20 **The Find My iPhone service** If you misplace your iPhone then Find My iPhone will help you locate it on a map, play a sound or display a message. You can activate this service to sync the location of your device with your iCloud (Fig 10). If you lose your iPhone then you can access the service from an iPhone, iPod touch or computer by visiting **www.icloud.com**.

21 **Diagnostics and Usage** The next screen deals with diagnostics and usage data. Basically, Apple likes to keep track of how its products are performing, so this screen allows you to send diagnostic data straight to Apple. If you wish to keep your information private, opt for 'Don't Send'. You can change your answer after activation from the Settings app, in the 'About' tab.

22 **Your last chance to restart** The diagnostics screen offers you one last chance to restart the activation process if you're not happy with the choices you've made. To restart the process, tap the Home button (the circular button at the bottom of the iPhone) once, and a menu should pop up. You will then find the option to restart the activation, where you can make the choices you want.

23 **Set up is complete!** Congratulations! You have now worked your way through the entire set-up process. A screen will confirm that the process is complete (Fig 11), so what are you waiting for? Tap on the 'Start Using iPhone' button to start using your iPhone! If you press the Home button now to restart the procedure, you will just be taken to the Home Screen instead.

24 **Start using your iPhone** You'll be presented with your Home screen (Fig 12), so start tapping on icons to launch apps and find your way around and experiment with the gestures needed to operate your new device. Tap the Settings app and you'll have access to countless options, including ones that can reset the choices you made during the activation process.

You can change most of the choices you made during activation in the Settings app

The iPhone Home screen

Time
You can change the format of the iPhone's clock in the Settings app

Wi-Fi
This icon shows that you're connected to a network. See the icons below for more info

The apps
The heart and soul of the iPhone. Tap on an icon to launch the app

Battery
This little icon will tell you how much battery power you have left

Wallpaper
Your iPhone's background is called the wallpaper. You can change it from the Settings app

The Dock
Many people choose to place to their most-used apps here in the Dock

Common iPhone icons

Wi-Fi
This icon shows that your iPhone is successfully connected to the internet via a Wi-Fi network

3G
If you see this icon then you're connected to the web over a 3G network. Not all iPhones have this

4G
If you have a newer iPhone, you may have access to the internet over 4G; in which case, this icon will be displayed

Airplane mode
If you put your iPhone in Airplane mode then you can't access the internet or Bluetooth. Look for this icon

Lock
This tells you that your iPhone is locked. Slide your finger across the bottom of the screen to unlock it

Do Not Disturb
If your iPhone is set to Do Not Disturb mode, this icon will appear in the top-middle of the screen

Battery
The icon in the top-right shows you how much power you have left. A lightning bolt will show it's charging

Activity
The Activity icon will show up when something is happening on your iPhone. Continue using it as normal

Screen orientation lock
If you've set your iPhone to stop switching from landscape to portrait, then you'll see this icon

Alarm
Set an Alarm in the Clock app and this icon will appear in the top right, telling you that your Alarm is active

Location Services
The Location Services icon will appear to tell you that your iPhone is determining your current location

Bluetooth
If you're paired with another device via Bluetooth, then this icon will show in the top-right-corner of the screen

How to use your iPhone

Learn how you can navigate and control your smartphone

Using an iPhone is all about touch. There are very few hardware buttons included – aside from the power/Siri button on the right and the volume and mute keys on the left – so it's amazing that the iPhone is capable of doing so much. As well as the basic tasks that you would expect it do – turn on and off, go on standby, etc – you can use its incredible Multi-Touch screen and 3D Touch features in combination with the buttons to multitask, arrange and manage your apps to your heart's content. Here are some of the basic actions you need to know about.

Turn your iPhone off and on

1 The power button Hold down the On/Off button (at the right of the iPhone) for a couple of seconds to turn the iPhone on from a cold start. The 'Slide to Unlock' screen will appear quite quickly.

2 Turn off Hold the power/Siri button when the iPhone's on.

3 Slide to turn off Slide the slider at the top to turn your iPhone off.

Put your iPhone to sleep

1 Don't hold it Press the power/Siri button as normal, but do not hold it down for too long.

2 Standby mode The screen will go blank and the iPhone is now on standby mode ready to start again.

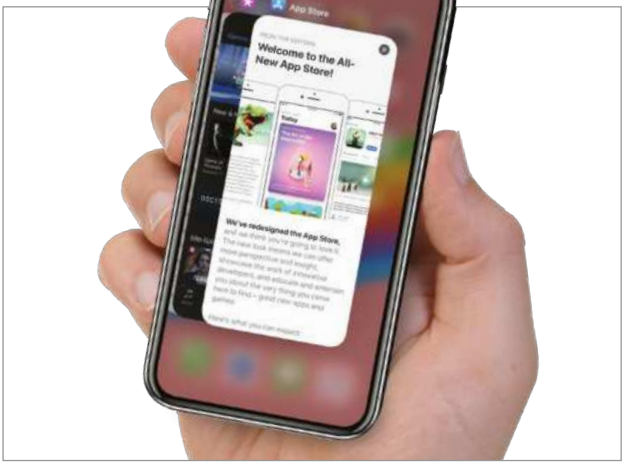
Charging your iPhone

1 Use the kit Plug the charger cable into the bottom of the iPhone.

2 Plug it Plug the cable into the AC adaptor that comes with the iPhone.

3 USB You can charge the iPhone by USB too, but it's not the quickest.

Multitasking



1 Swipe and hold No matter what app you are in or where you are, you can swipe up and hold to bring up the multitasking bar. This displays all of the open apps and allows you to switch between them.

2 Select apps Slide your finger along the strip and tap on an app to load it.

3 Close it Simply swipe upwards on an app to instantly close it.

Manage your apps

1 The Home Screen To navigate the Home Screen you will mostly use the swipe gesture to switch between multiple screens of icons. Swipe up to return to this screen from within an app.

2 Tap and drag Tap and hold on an icon, then select Edit Home Screen.

3 Folders Drag one app over another to create an app folder.

Take a screenshot

1 Two buttons Press the power/Siri button and the volume up button at the same time but do not hold them.

2 Visual notification Your screenshot will be displayed in the bottom-left corner for a few seconds.

Change the volume

1 The standard way In any app or in the Home Screen, you can simply press the volume key up or down to adjust the volume to your preference. You can then tap the slider that appears to adjust the volume.

2 Via Control Centre Open Control Centre by swiping up or down.

3 Volume bar Now you can move the bar to your preferred volume.

Muting

1 The slider Move the small slider above the volume keys until you see a orange marker. This will put the iPhone on Silent Mode which is useful if you need to quickly stop any alerts or unwanted sounds from being heard.

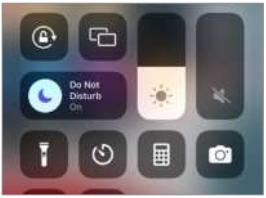
2 Use the keys Hold the volume down button to mute.

3 Control Centre Swipe up or down then move the slider all the way down.

Set the rotation lock

1 Use Control Centre Swipe or down to access Control Centre and then tap the orientation button.

Set the brightness



1 Control Centre You can access brightness controls by swiping upwards or downwards.

2 Open Settings Select Display & Brightness and then move the slider there.

Fig 1, Tap You will need to tap to launch apps

Fig 2, Scroll Drag your finger to navigate around

Fig 3, Swipe down Reach the top of the screen

Fig 4, 3D Touch Press and hold your finger

Fig 5, Pinch Use this gesture to zoom out

Hand gestures on your iPhone

Learn the many ways you can control your iPhone using the power of your fingers

1 **Tap** Tapping is the main way you will navigate your iPhone. To open an app, you must tap it from your Home screen, for example (Fig 1). You'll mainly be tapping the iPhone to select things like web links in Safari, songs in Music, or pictures in Photos. You'll also need to tap to type on the on-screen keyboard when it appears in numerous apps such as Mail, Messages, Reminders and Notes.

2 **Scroll & Swipe** Scrolling is when you drag your finger up or down the iPhone's screen (Fig 2), swiping is horizontal. Scrolling allows for you to run through information on the same screen, whilst swiping takes you from one screen to the next, or allows you to go to the next or previous page of a website or book. They are probably the most used of all the gestures!

3 **Reachability swipe** Swiping down from the bottom of the iPhone's screen will lower the top of screen, making it easier to access anything out of reach with just one hand. If you have an iPhone with a finger print sensor, then you will be able to swipe your finger (or thumb) down over the home button to achieve the same effect. (Fig 3).

4 **Drag** Dragging is when you tap and hold your finger on the iPhone, then drag it anywhere else on the screen. It's essential when moving apps around on the Home screen. Tap and hold on an app until the Edit Home Screen option appears. Tap this and you can then drag it to its rightful place on the Home screen. It's rarely used in other native apps, but common in third-party games.

5 **3D Touch** Also referred to as 'Force Touch', this underrated feature measures how much force you are applying to the iPhone's touch-sensitive surface and acts accordingly (Fig 4). One example of this feature in effect comes in the form of Peek and Pop, where you and lightly tap on an app to quickly preview something, like an email, a website, or a photo.

6 **Pinch and spread** Widely used among built-in and third-party apps to zoom out, the pinch is a useful gesture. To perform it, place two fingers on the screen and bring them together (Fig 5). The spread is the opposite gesture: rather than bringing two digits together, you spread them apart (annotated image). The effect is also the opposite, as rather than zooming out, you zoom in instead.

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Screen
With so many of the iPhone's features controlled via the screen, it's essential to master how best to use the touch-based controls

Accessibility
If you're finding the gestures difficult to master, there are plenty of options in the Accessibility menu to make things easier

Tapping
Tapping on the screen is likely to be the most common gesture you use on your iPhone

Spread
By spreading your fingers apart, you'll be able to zoom in on the screen. The feature is useful in apps such as Maps and Photos

"Tapping is the main way you will navigate your iPhone"

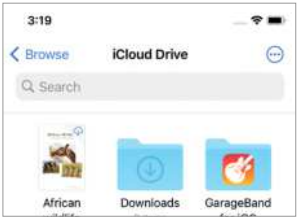


Fig 1, Files Access various cloud storage services

Fig 2, App Store Home to over 1 million apps

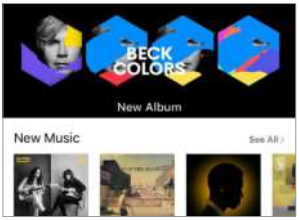


Fig 3, iTunes Your online entertainment store

Fig 4, Music It's easy to listen to tunes in Music

Fig 5, Safari Browse with tabs in Safari

Applications

Your at-a-glance guide to what Apple's built-in iPhone apps and App Store products can do for you

Files Introduced in iOS 11, with this app you can access all of your saved data across multiple cloud storage services. Dropbox, Microsoft OneDrive, Apple's iCloud and more can all be accessed.

Settings This is where you'll be able to change how your iPhone works. You can connect to Wi-Fi, passcode-protect your device, and update the software, among many other things – all from this app. See page 32.

Phone If you want to make calls on your iPhone then the Phone app allows you to access a keypad for inputting new numbers, browse your contacts database and much more. See page 44.

Messages As well as sending normal text messages, you can also take advantage of iMessage – a free messaging service that enables you to text users with other iOS devices for free. See page 48.

Apple Watch The Apple Watch app comes as standard on your phone nowadays. Use it to pair your iPhone and Watch and also to customise your Watch's settings. See page 52.

App Store Although the built-in apps on your iPhone are fantastic and will benefit your life in many different ways, you can download and buy more apps from Apple's built-in App Store. See page 56.

iTunes Through this service you can download the hottest new albums and films, all from the comfort of your sofa. Just search for what you want, tap to buy and you'll have it in minutes. See page 60.

Apple Music Through this app you can listen to all of your purchased iTunes music, and pick from a library of millions of songs by using the Apple Music service. See page 62.

AppleTV All of the TV shows and movies that you've downloaded from iTunes, along with any that you've transferred from your computer, will be viewable through this simple but effective app. See page 66.

Podcasts With the Podcasts app you can search for and subscribe to a multitude of podcasts. There are thousands of video and audio podcasts available, catering to all tastes. See page 70.

Safari This app is the best way to browse the internet. Provided you're connected to Wi-Fi or 3G/4G, you can use Safari to surf the web with tabs, browse privately or add items to read offline. See page 72.

Mail Round-the-clock access to your email account is vital in today's world. The iPhone Mail app helps you achieve this with an easy setup process and an intuitive interface. See page 76.

Calendar If you need to organise your life, then check out the this app. It enables you to set up events, schedule appointments and basically take control of your day, week, month or even year! See page 80.

Notes The Notes app was completely revamped for iOS 9, and now features more tools than ever, including checklists, folders and a bunch of drawing options. See page 84.

Wallet This is the place to store all your digital tickets and loyalty cards on your iPhone, and if you have an iPhone 6 or above you can also pay at shops wirelessly using Apple Pay. See page 86.

Maps This app will help you keep track of where you are in the world. It'll give you directions and show you how bad the traffic situation is, among many other things. See page 88.

FaceTime With your iPhone's high quality built-in cameras you can chat face-to-face with someone on another iOS device for free using a Wi-Fi connection. See page 94.

Camera It may surprise you, but your iPhone is capable of taking some very good pictures – especially the newer models. So use the exceptional built-in Camera app to your advantage. See page 96.

Photos Once you've taken your photos or videos, you'll need a place to view them. Luckily, the Photos app is the perfect place for you to marvel at your images, and even make edits to them. See page 100.

News The News app takes articles from tons of top publications and collates them in a beautifully designed and customisable feed, ready for you to read whenever. See page 104.

iBooks If you fancy reading some a bit more traditional on your iPhone, then check out iBooks and the iBookstore. Here there are thousands of ebooks, which can all be read the way you want. See page 108.

Health Keep a track of all of your essential health information including any allergies, your doctor's name and your emergency contact details. See page 110.

Pages This app turns your iPhone into an amazing mobile word processor. You can create documents on the go in style by downloading Pages from the App Store. See page 114.

Keynote Create individual and well-presented Keynotes from your device, ready for that all important presentation you have. Insert text and photos for a more professional finish. See page 120.

GarageBand By downloading this easy-to-master music-making app from the App Store, you can create multi-layered masterpieces with very little music knowledge. See page 122.

iMovie If you want to turn your iPhone movies into something special, then look no further. You can cut trailers, add special effects, and turn your family into the stars of professional-looking films. See page 124.

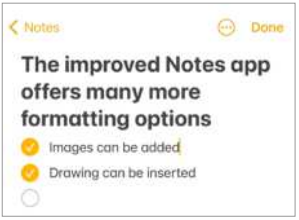


Fig 6, Notes Take better notes than ever

Fig 7, Photos Enhance and share your pictures

LG OLED TVs are having production issues – here's why that matters
30 weeks ago
After an OLED TV in 2020? There may be a problem – as LG Display's new Gaungzhou factory is still months behind schedule, and

Fig 8, News Browse news stories

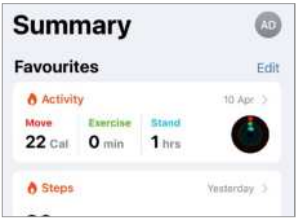


Fig 9, Health Your health info in one place

Fig 10, Pages Desktop publishing on iPhone

Settings

We provide you with a guided tour around the nerve centre of your iPhone

You'll use it to…

Connect to the internet
Establish a Wi-Fi connection to your device

Manage notifications
Determine how your iOS device alerts you to various things

Personalise your iPhone
Change the wallpaper, accessibility of your device and much more

Manage your iCloud
Connect to your cloud, and manage your storage and backup

Enable restrictions
Passcode-protect your device and set age restrictions on apps

Get social
Log into your Twitter and Facebook accounts to integrate them into your apps

Take control of your iDevice

The Settings app, which you can launch by tapping its icon on the Home screen, is where you can tailor the functionality of your iPhone to suit your needs, as well as personalise its appearance and services. In Settings, the categories are presented in a list – simply tap on a category to see the options that relate to it (Fig 1).

Notifications

Your iPhone is constantly alerting you to new things – incoming emails, messages, upcoming events on your calendar and other assorted app alerts – and the Notifications feature lets you keep track of them easily by accessing a handy drop-down panel. To access your Notifications, you swipe down from the top of the screen and all of your recent notifications will be displayed in a list. To tailor your Notifications to your own specific needs, launch the Settings app and then tap on the Notifications section from the main Settings list. The next screen presents a list of apps that can send you notifications along with what is currently enabled under the app's name. If you see 'Off' under an app's

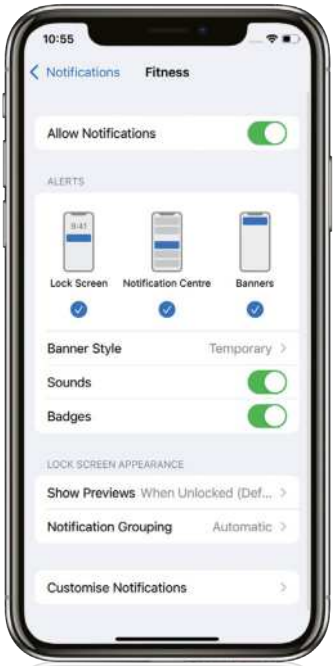


Fig 1 (above) In the Settings app, the functions are listed in categories, tap on one to see the options

Fig 2 (right) Select an app in your Notifications settings to turn alerts on/off and how they appear

name this indicated that the app cannot currently send alerts. To change this and determine how your iPhone device receives alerts, tap on an app in the list and you can set the style of alert and also whether or not it will flash up on your Lock screen (Fig 2). For more on Notifications, head to page 38.

iCloud

Apple's iCloud service is free to use and stores your music, photos, documents and more, and wirelessly sends them to all of your iOS devices without you having to manually transfer files. This service grew with the release of iOS 9 and several features have been added since. Family Sharing allows up to six family members to share purchases from iTunes and the App Store and also provides options to pay for your family's digital purchases from the same credit card and approve the purchases of your kids from your device. The Keychain feature lets you save all of your passwords and personal details in the cloud and use them on any device, and iCloud Drive is a place where you can store all of your documents and files and not only access them on any device, but also pick files from one app to open in another.

Back up your iDevice

As you will have all sorts of important stuff on your iPhone, iCloud will provide peace of mind by automatically backing up your device daily over Wi-Fi when your device is connected to a power source. Once you plug it in, everything is backed up without you having to lift a finger. When you set up a new iPhone or need to restore the information on one you already have, iCloud does all the heavy

iCloud+
Add more storage to keep everything in iCloud
iCloud+ includes plenty of storage to keep all your data safe, and features to protect your privacy.

Manage your iCloud storage by tapping on the 'Storage' option in the iCloud Settings

Connect to the internet via Wi-Fi

1 Go to Wi-Fi Settings
In Settings, tap on Wi-Fi and ensure that the slider is turned on.

2 Choose network
Your device will scan for networks. Tap on a Wi-Fi network to select it.

3 Enter password
You'll be prompted to enter your password. Do so, then tap 'Join'.

4 Connected
A tick will indicate that you are connected to your network.

Settings

iCloud
Backup
BACKUP
iCloud Backup
Automatically back up data such as your photo library, accounts, documents, Home configuration and settings when this iPhone is connected to power, locked and on Wi-Fi. Learn more...

Fig 3 Ensure all of your essential data is backed up in the background by enabling the iCloud Backup option

lifting for you. Just connect your device to Wi-Fi, enter your Apple ID, and then all your purchased music, TV shows, books and apps, will appear on your device. To activate this service, launch your Settings app and tap on the iCloud section. Next, tap on the Backup option in the list of iCloud services and ensure iCloud Backup is turned on. All of your data will be backed up when your iPhone is plugged in, locked and connected to Wi-Fi. You can also back it up immediately by tapping on the 'Back Up Now' option (Fig 3). While you are in the iCloud settings, also be sure to turn on the 'Keychain' option so that all of your credit card info and passwords are stored in the cloud.

Available storage
Tap on the Storage & Backup option to review how much of your cloud you are using and buy more space, if necessary

Upgrade storage
You're given 5GB of space for free but you can upgrade to 50GB, 200GB or 2TB. These plans cost a monthly fee.

Your iCloud account
Your iCloud account is tied in with your iTunes account that you have set up on your device to purchase media and apps

Compatible apps
All of the apps that incorporate iCloud will be presented in a list. Move the sliders to the On position to activate their respective iCloud features

Under the General Settings, tap on 'Software Update' to search for possible iOS updates

Change the wallpaper

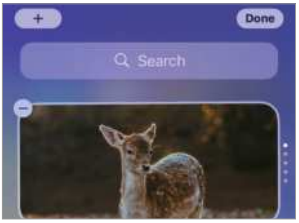
If you want to change the appearance of your iPhone then you can do so under the 'Wallpaper' option in Settings (the Display & Brightness settings have their own standalone section). To change the wallpaper, tap on the 'Choose a New Wallpaper' option and you will be presented with three sections to tap on. The first, called Dynamic, allows you to choose from a selection of animated wallpapers. The second option, Stills, provides a selection of still images that are already installed on your device and the third, called Live, are similar to Dynamic however these will only animate on your Lock Screen once you tap and hold on the screen. Whichever option you choose, tap on your selection and it will be displayed full-screen. Now simply tap either the Set Lock screen or Set Home screen buttons to instantly set the image as your chosen backdrop on either your Lock screen or your Home screen. Alternatively, tap on the Set Both option to use the same image for both screens.

Enable parental restrictions

As you have invested quite a significant sum of money in your iPhone, as well as the various apps and iTunes media content that

Customise Widgets

1 Go to the widgets page
Swipe left from your home page then scroll to the bottom. Tap 'Edit.'



2 Tap the switches
Tap the '+' and '-' symbols to add or remove widgets, then press 'Done.'

Set keyboard shortcuts

1 Access keyboard settings
In the Settings app, tap on General and then Keyboard.

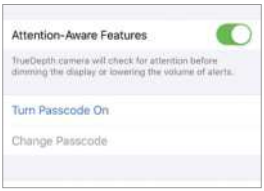
2 Text Replacement
Tap on 'Text Replacement.' It's located at the top of the menu.

3 Adding shortcuts
Existing shortcuts are shown. Tap the + sign to create a new one.

4 Creating shortcuts
Type in a word or phrase followed by the shortcut you wish to use.

Set a passcode

1 Tap Passcode
In the Settings app, tap on the Face/Touch ID Passcode option.


Attention-Aware Features
TrueDepth camera will check for attention before dimming the display or lowering the volume of alerts.
Turn Passcode On
Change Passcode

2 Turn it on
Scroll down and tap on the Turn Passcode On option.

3 Enter a code
Enter and confirm a four to six-digit code to protect your device.

4 Secure passcode
Turn off Simple Passcode to use your full keyboard for a code.

To prevent other users buying apps, change the Require Password option to 'Immediately'

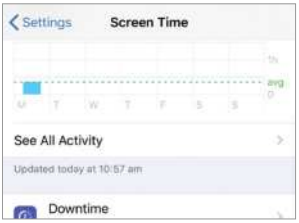
you have bought, you will naturally want to impose restrictions on who can access your material. Likewise, if your device is shared throughout the family then enabling restrictions will mean that inappropriate material cannot be accessed through the device and expensive apps can't be purchased by accident.

To start enabling restrictions, go to the Screen Time section. You have four restrictions to choose from: Downtime, App Limits, Always Allowed and Content & Privacy Restrictions. You can enable one or more of these at the same time. To impose greater restrictions you can also enable a Passcode Lock. These restrictions can also be handy if you're trying to cut down on the amount of time you spend using your device.

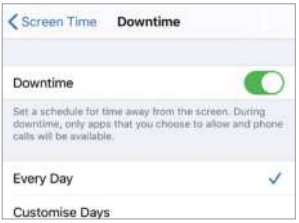
Explore your Privacy settings

If you value your privacy then you may have already explored your iPhone's privacy settings and have things set up exactly how you want them. However, if you have only recently upgraded your iPhone's firmware to the latest iOS then some new settings may have come into play and your original settings could have reset. Tap on the Privacy section and then tap on Location Services. This

Impose restrictions



1 Tap on Restrictions
In the Screen Time Settings page, tap on one of the Restrictions options.


Screen Time
Downtime
Downtime
Set a schedule for time away from the screen. During downtime, only apps that you choose to allow and phone calls will be available.
Every Day
Customise Days

2 Enable restrictions
Tap on the slider then select the start and end times for the restriction.

screen displays the apps that you have permitted to track your location. Featured on this screen will be a list of the apps that have been granted permission to track your location (Fig 4). Consider if certain apps really need to know where you are or require location data to work properly and turn them off if you deduce they don't need it (this will help conserve your battery power too).

Also, go back out to the main Privacy screen and scroll down to see two options: Analytics & Improvements and Apple Advertising. Analytics & Improvements sends info on what you do on your iPhone to Apple to help improve services, so consider enabling that, but you may choose not to. Now tap on the Apple Advertising option and consider limiting the information that is sent to Apple and its partners to gauge your position and tailor ads accordingly. Again, knowing what options you need and don't need to use can help ensure that your device's battery lasts noticeably longer.

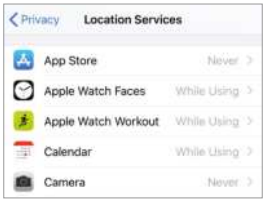


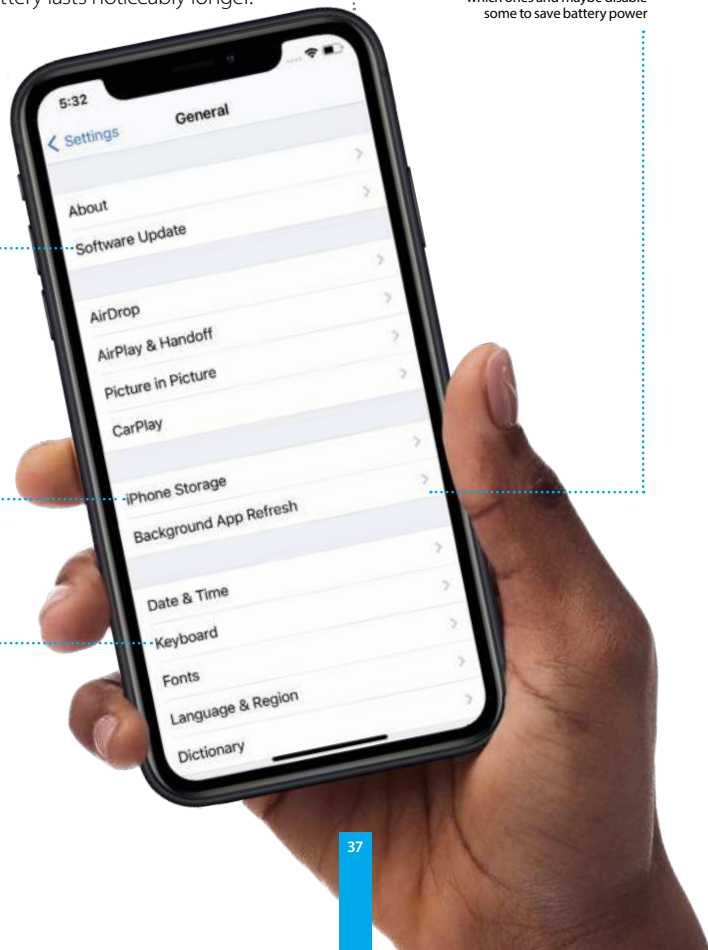
Fig 4 Tap on Location Services to view all of the apps that currently have access to your location. You can turn them off here

App Refresh
Some apps are constantly working in the background, go here to see which ones and maybe disable some to save battery power

Software Update
Here you can find out if there is a new version of iOS available. You can also set your device to automatically install updates

Storage
See what is taking up your device's memory. There's a breakdown of whether it's apps, photos, mail or other data that is using up the storage space

Keyboard
You can set the keyboard up to be both easier to use and quicker to type by adjusting the various Keyboard settings



Notifications

Notifications enables you to view your daily events and any alerts that pop up within the system

You'll use it to…

View your calendar events
Calendar events, including a snapshot of tomorrow's schedule can be viewed via the Notification Centre

Launch your calendar
Viewed events can be selected to launch the Calendar app

View app alerts
Any apps that send notifications will be listed in the All section

Launch apps
Similarly app alerts can be selected to launch the chosen app or function

View missed calls
Any missed calls will be listed here

Customise notifications
Go to Home>Settings to edit notifications

Fig 1 (above) Instead of tapping on a notification you can use a swipe motion to access more options

Fig 2 (right) The Notification Centre can be activated by swiping down from the top of the screen

Stay up to date

The iPhone's Notifications when configured properly, can be a very useful tool. It allows you to view your calendar events for the day and a brief snapshot of any scheduled events tomorrow. Additionally, you can view any third-party app alerts such as a connect message in Twitter, or you can view any missed calls or text messages.

View your notifications

By default you have several visual clues when notifications come in to your device. Usually you will get an audible ping followed by a snapshot of the alert on your screen. Alternatively, a further reminder will take the shape of a red circle in the upper corner of your app icon.

This will usually indicate a new notification. You can then view a larger overview of the notifications by swiping down from the top of the screen (this can be initiated from any app and the Lock screen).

The Notifications feature has been streamlined in recent iOS updates;

originally three tabs, it is now one tab combining your most recent notifications. Scroll up and you will see ones categorised by the day on which they were received, including 'Earlier today' and 'Recent' for those you haven't yet seen.

Remove notifications

When dealing with newly installed third-party apps the app will always ask you if it can send push notifications to your device before you head fully into the app's interface. If you decline, this will of course stop you from getting any more alerts, but for the notifications that are still present, the Notifications feature makes life even easier to remove them.

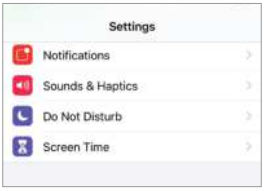
On your iPhone simply swipe down the Notifications section and tap on the 'X' in the right-hand corner of each notification. There are other ways of responding to notifications immediately. When a notification from Mail or Messages takes the form of a banner at the top of the screen, pull down on the handle and you will be able to take action without leaving the app you are in.

Change Notification settings

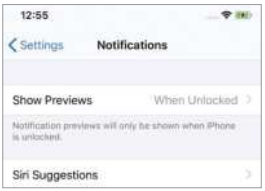
To adjust how notifications are handled, head to Home>Settings>Notifications. From here you can control the Lock screen settings, how calendar events will be displayed and how notifications will be sorted. Under the Include section you'll see the apps that currently support the Notification function and you can select these apps to disable them. Similarly, under the 'Do Not Include' section you can enable any apps.

In Settings you can select to have multiple notifications from one app grouped together

Change alert styles



1 Notification Centre settings
From the Home screen head to Settings>Notifications.



2 Select the app
Select your app from under the Notifications Style section.

3 Adjust alert style
At the top, choose a notification style for your alert.

4 Adjust additional options
You can also adjust Badge App Icon and Sounds.

Control Centre

Seize control of your iOS device and make changes to your iPhone and surroundings in an instant

You'll use it to…

Control brightness
Make your screen brighter or dimmer

Enable items
Toggle Wi-Fi, Bluetooth and Airplane Mode

Stop disturbances
Activate the Do Not Disturb function

Light the way
Turn on an iDevice's torch

Take a picture
Quickly activate the iDevice camera

Control your music
Play, pause and beam your tunes to other compatible devices

Control your home
Connect to your enabled in-house gadgets thanks to the Home app

Fig 1 (above) The Control Centre is neat and easily accessible

Fig 2 (right) Control your music instantly via the playback options

Stay in control

With the release of iOS 11, Control Centre received a massive redesign. You still swipe up to enable/disable certain features and access your torch, timer and calculator (Fig 1), but it is now displayed in a more visually appealing way. Tapping and holding on certain icons such as the camera or torch can bring up shortcuts or options. Apple have finally listened to what its users have been asking for and made the Control Centre customisable.

Control your music

When you start playing music on your iPhone, swipe up to access the music playback controls (Fig 2). Press the triangle 'Play' button and a song from your music collection will play instantly. You'll then see the name of the song and the artist being played. Tap and hold on the music controls for further options. A slider below the name of the song lets you move back and forth within it. Use the forward and back buttons to skip tracks and the sound slider to increase or decrease the volume. Pressing 'Stop' kills the music, but if the screen goes into lock mode without turning the music off, it remains playing.

Share with AirDrop

AirDrop was introduced back with iOS 7 and it lets you make yourself discoverable to contacts or to everyone within reach of your iOS device, depending on your preference. AirDrop lets you see which of your contacts are nearby and allows you to share content with them. Since the transfer is peer-to-peer, you don't need to be connected to a network, nor do you need to set it up. And if you worry about security, fear not. The data is encrypted to ensure privacy and so it can't be intercepted.

One-touch controls

Being able to access some of the most essential functions makes life much easier on your iDevice. Straight away, for example, you can press the aeroplane icon to switch on Airplane Mode, ensuring you comply with flight regulations but still have access to data stored on your phone. The same applies for other options, including Wi-Fi. A simple tap lets you turn it on and off, which will help save battery power when you're desperate. Bluetooth can also be enabled and disabled, while the moon icon lets you activate the Do Not Disturb function so that all phone calls will be directed straight to voicemail. You can also lock and unlock the screen rotation.

The torch icon turns on the flash of an iPhone to let you light the way. The timer lets you perform a countdown and also set up alarms and access Clock functions. Tapping calculator lets you work on some maths and the camera icon takes you straight to the camera function. It really is an exhaustive feature set and it can all be done using just one hand.

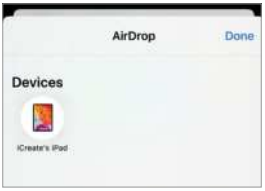
You can add more shortcuts to Control Centre but going to the Settings app

Share with AirDrop

1 Tap AirDrop
In Control Centre, tap and hold the top-left box to find Airdrop.

2 Select discoverability
Choose to be discoverable by Contacts Only or Everyone.

3 Share file
In an app with a Share function, tap Share and then Airdrop.



4 Send file
Tap on the person you want to share with to send the file.

Contacts

With the Contacts app, you can access and edit your contact lists from personal, business and organisational accounts

You'll use it to…

Access Contacts
Maintain personal and business details

Edit Contacts
Add and delete details

Search Contacts
Access your contacts quickly

Address emails quickly
Open an email from the Contacts section

Sync Contacts
Transfer Contacts to multiple devices

Assign photos
Attach a photo to a contact for visual recognition of a person

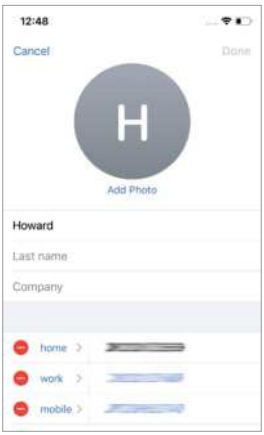


Fig 1 (above) Use the Contacts information within other apps, adding efficiency and convenience

Fig 2 (right) To enter data on each template line, touch the line and enter data via the iPhone's floating keyboard

Manage your contacts

Contacts allow you to not only access your friends and associates but you can edit them from a selection of personal and business accounts. You can also search for details within thanks to an easy search field and send emails by clicking on an address (Fig 1).

Add, edit and delete contacts

To add a contact on your iPhone you need to tap the Contacts app icon, which will open the Contacts window. This displays a list of all of your current contacts, in alphabetical order, on the screen with letter-by-letter shortcuts on the right hand side.

To edit your contact database and add a new contact, tap the '+' button situated in the top right corner of the screen. A new screen will open up displaying an empty template which you can fill in via the pop-up keyboard present at the base of the screen (Fig 2). When you have completed the page, press Done to close the record and return to the index. To edit an existing record, press the Edit button situated in the top right of

the screen when on a contact's information page. This time, the completed template will be present with options to either change the text or delete entire lines of information using the swivelling red buttons that turn into delete buttons when touched.

Add extra information to your contacts

When you access the edit screen for a contact, you are presented with a standard template array that asks you basic information. You can, however, add further information if you wish which is not readily observable from the basic edit page. To see it, you have to press the 'Add Field box', which can be found at the bottom of the edit page. This will bring a new window displaying a wide choice of extra fields, including Twitter and Facebook information, nickname, Instant Message information, birthday and related people. You can even add notes should you want to get really specific with how you know them. You really can cover every aspect of every person you know.

Contacts & iCloud

Keep your contact details, including your mail contacts, up-to-date across all your devices (including a MacBook or other laptop, iMac or PC or iPad) with the iCloud storage facility. Contacts are stored in your iCloud account and pushed wirelessly to your other iOS devices and computers that are set up with the same iCloud account. To make sure that the iCloud and Contacts are working together, go to the Settings app on your iPhone and tap the iCloud section to access the various iCloud settings. Now just swipe the button next to the Contacts header to the On position.

If your iCloud storage is insufficient to store your Contact information, you can purchase more

Assign a photo to a particular contact

1 Edit mode
Tap on a new or current contact and select the Edit button.

2 Add a photo
To access your photo library, tap on 'All Photos.'

3 Move and scale
Move the photo and pinch the screen to zoom in.

4 Choose a filter
Select one of nine filters or tap 'Original' to use the photo as it is.

Phone

The Phone app does more than just make and receive calls

You'll use it to…

Make phone calls
Use the keypad to dial numbers

Check for missed calls
Use the Recents list to find out who's been calling you

Add contacts
Add new numbers to Contacts

Edit contacts
Make changes to existing contacts

Retrieve voicemails
Tap on Voicemail to check for spoken messages

Add favourites
Your Favourites get through right away when your iPhone is in Do Not Disturb mode

Fig 1 (above) The Phone app will probably be the most immediately familiar item on your new iPhone

Fig 2 (right) Phone provides you with a wealth of options while you are making a phone call

Make and receive calls

Just like an old-style mobile phone with a push-button keypad, the Phone app allows you to dial numbers from its software keypad (Fig 1), as well as use the # (hash) and * (star) keys in tandem with automated switchboards.

In-call options

If you make or receive a call, the Phone software presents you with a number of useful options (Fig 2). First off there's Mute. This lets you turn off the iPhone's microphone so the caller at the other end can't hear what you're saying, effectively putting the other caller on hold.

The Keypad option brings up a traditional-looking numeric keypad for those all-too-frequent occasions when you need tap in your selections when speaking with an automated switchboard.

Speaker routes the incoming audio through the iPhone's speaker – or, if you have one, a Bluetooth speaker or headset.

Contacts brings up the Contacts app, so you can refer to it quickly, which is handy when you need to pull up someone's number quickly. To return to the

call, simply tap the narrow green bar you'll see across the top of the iPhone's screen.

If the person you're calling also has an iPhone, tap the FaceTime button during a voice call to initiate a Skype-style video call. Finally, 'Add Call' will allow you to connect another person to your current call for a conference-style chat.

View recent calls

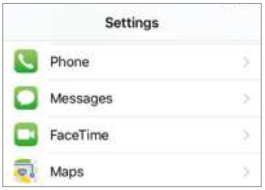
Tap the 'Recents' icon at the bottom of the screen and you'll see a list of your most recent calls – incoming, outgoing and missed. Missed calls are listed in red, outgoing calls have a 'handset' icon (with a diagonal arrow pointing away from it) under the contact's name, next to information about the phone number, while incoming calls you've answered have basic information about the caller's name and number. From this screen you can get more information by tapping the small 'i' icon and call people back without having to leave the screen. In iOS you can also find a shortcut to your recent calls by pressing and holding on the Phone app icon. Doing this will bring up a menu and at the bottom will be View Most Recent Calls.

Listen to your voicemail

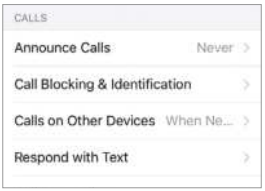
If you have received a voicemail, you'll see an on-screen notification, with options either to close it or listen to the voicemail. If you closed the notification and now want to listen to the voicemail, tap the Phone app's icon, then the Voicemail icon in the bottom-right corner of the screen. With standard voicemail services, your iPhone will automatically dial your network's voicemail number, and you'll follow the spoken instructions from that point.

Tap on the 'i' icon on a Recents listing to view more information, add or amend a contact

Set a reply message



1 Launch Settings
To set a custom reply message, head to Settings>Phone.



2 Phone settings
Tap 'Respond with Text', then on one of the messages in the list.

3 Set your message
Replace the message with your own in the Settings app.

4 Respond with message
When the phone is ringing, tap Message.

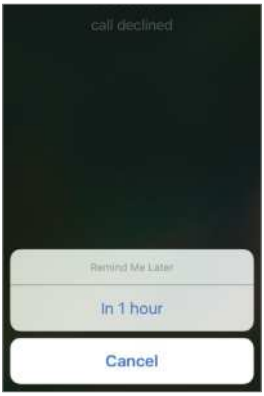


Fig 3 The Phone app works together with Reminders so you remember to call people back

Set a reminder to call back

People don't always phone at convenient times. In fact, there are times when the only option – for the present – is to dismiss a call and phone them back later. However, how many times have you forgotten to make that important call because you've had so many other things happening around you? Well, fortunately for us, the Phone app works together with Reminders to make up for our shortcomings by reminding us to make that call. So when your iPhone starts to ring and you really can't take that call, just tap on the 'Remind Me' button. You'll then be presented with two reminder options: 'Remind Me Later' and 'In 1 hour' (Fig 3). These two options add an event to the Reminders app, and you'll be prompted to call back whenever you choose. It's a great way to

Do Not Disturb
If there's a 'moon' icon in the upper part of the display, this indicates that Do Not Disturb is active

Voicemail
You'll be able to access any voicemail messages you have from here

*** and # keys**
Use these with the number keys to choose options interacting with an automated switchboard

Add contact
Tap this button to create a contact from a dialled number or add the number to an existing contact

Go to Reminders and tap on a call back reminder to call a contact directly from the reminder

ensure that you don't forget to call the person back if. If you've never set a location-based reminder before, you'll be asked for permission to use your location.

Using Do Not Disturb

Ever forgotten to put your mobile on silent during the night, or forgotten to turn the sound back on in the morning and missed an important call? That's why Apple introduced a feature called Do Not Disturb into iOS 6 and since then it has been honed to perfection.

Almost buried in Settings>Notifications, Do Not Disturb lets you silence calls, alerts and notifications (though not any alarms you've set in the Clock app) while your iPhone is locked. Better than that, you can schedule Do Not Disturb to operate only between certain times – during the night, for instance.

That's all very well, but what if there are some people whose calls you always want to take? In that case you have a number of choices: you can allow calls from contacts you've designated Favourites, from everyone, no one, your stored contacts or from a pre-defined group of contacts (you'll need to log in to **www.icloud.com** to create a contacts group).

Allow Repeated Calls

1 Settings
In Settings, head to Do Not Disturb, a little way down the list.

Allow Calls From
Favourites
Incoming calls from your favourites will not be silenced.
Repeated Calls
When enabled, a second call from the same person within three minutes will not be silenced.

2 Enable
With Repeated Calls, if someone calls back within three minutes it will ring.

Incoming call style

1 Banner
Incoming calls will be in the Banner style by default.

Phone
Incoming Calls
WHEN IPHONE IS UNLOCKED DISPLAY AS
Banner
Full Screen
Phone, FaceTime and other apps you use to receive calls will use the selected display style.

2 Change the style
To change the style, go to Settings>Phone>Incoming Calls.

3 Switch to Full screen
You can also pull down a banner to switch it to full screen.

4 Full Screen
Full Screen has the option to decline a call with a text.

Messages

Apple's texting app has been refined over the past couple of years – prepare to be amazed!

You'll use it to…

Send text messages
Send unlimited text messages to other macOS and iOS devices over Wi-Fi , 3G or 4G

Share photos
You can send photos via text message

Share videos
Pass your videos on to others

Add attachments
Any attached data can be sent in a text

Have conversations
Your texts can be grouped into a conversation template

Chat with groups
You can send one message to a group of people

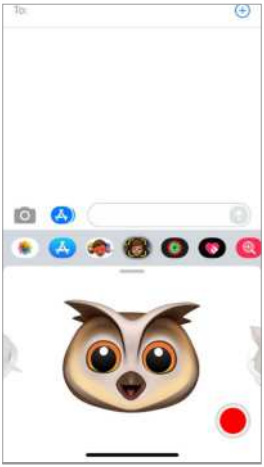


Fig 1 (above) You can send attachments such as images to your messages, similar to emails

Fig 2 (right) Sending a message couldn't be easier. Simply tap the pencil and pad icon, enter a recipient and type in the text

Keep in touch with Messages

Messaging is one of the most popular activities within the mobile sphere. Using your Messages app, you can send texts to one or more people, along with a variety of data attachments, in a similar way to email (Fig 1).

Newer features

The Messages app had a lot of attention lavished upon it in iOS 10 and these additions received some further tweaks in the iOS 12 and 13 updates. The biggest change to Messages can be seen once your press on the App Store icon (Fig 2). A menu will pop up from the bottom of the screen, revealing a list of icons including Digital Touch. A link titled 'Visit Store' is the first thing you see and pressing it will take you to a filtered version of the App Store where stickers and games that can be played over Messages will be shown. You can shift the keyboard left or right by tapping and holding on the emoji key – making typing with one hand easier.

More message effects have been added, which can be found by holding the send button. iOS 10 introduced the Laser

and Fireworks screen effects, which are perfect for adding more personality and humour into your messages.

Master Digital Touch

This is one of the most overlooked parts of the Messages app but it allows you to express yourself in new and imaginative ways. In Digital Touch mode you can draw freely with your finger in a variety of colours, or you can send a range of animations based on how you touch the screen. After selecting this option, swipe up from the bottom of the screen expand to full-screen, then select a colour and let your fingers get to work. You can even tap on the camera icon to bring up a live video feed that you can draw and animate over the top of. The possibilities are endless!

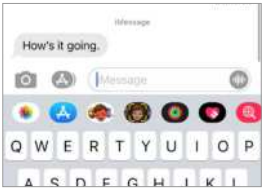
Share photos

One of the highlights of the messaging system is the ability to transfer data along with your text – including photos or videos you've taken, co-ordinates to a location and web links.

To send photos, tap on the Photos app icon when composing a new message and you will be presented with a window displaying your recent photos. Tap on 'All Photos' to see your albums and you can scroll through a photo feed to find any image saved on your device or your iCloud. Using the Camera app icon when composing a message, you can take a new photo in-app and it will instantly be added into your text box, ready to send. The camera function is exactly the same as it would be if you opened the dedicated Camera app along with the different modes such as Slo-Mo, Portrait and Video.

To share your location, tap on the 'i' icon in the top-right corner to go to conversation settings

Get more emojis



1 Tap App Store icon
In a message, tap the App Store, then the icon in the bottom left.

2 Navigate the Store
Scroll up and down to browse the App Store.

3 Download apps
Tap on 'Get' or the price to download content from the Store.

4 Access new emojis
New emoji packs will be added to the Store section in Messages.

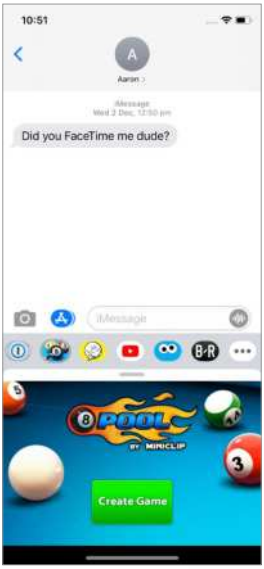
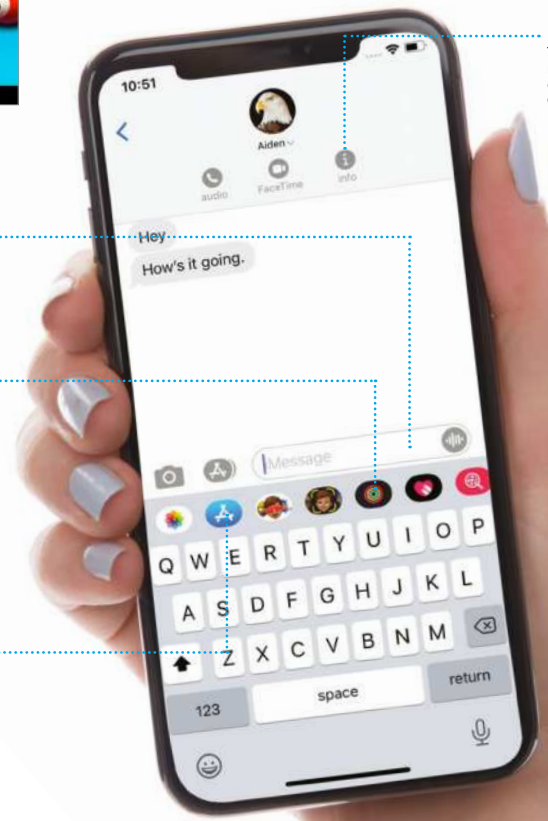


Fig 3 Messages now lets you play games over the app

More than just messages

Back in iOS 10, Apple refined one core staple; the Messages app service has been extended beyond the simple sending of text messages to include a whole new developer-ready platform. As such, third-party emojis and games can be incorporated into the app quickly and easily and used to express yourself in new and imaginative ways through your text messages. Finding and downloading new content is easy – it can all be done in-app.

Start by tapping the blue App Store icon along the bottom of the screen (the grey App Store icon closes the apps menu) and this will open the store, looking similar to the dedicated App Store app. Here you can purchase and download sets of emojis or games that can be selected from this section of the Messages app. Once



Details
Tap to either send a message, enter a FaceTime conversation or Share a Contact with a recipient

Write messages
You can tap this icon to handwrite your messages or choose a pre-written one

Digital Touch
Tap here to draw and animate your messages for that optimum 'wow' factor you want!

Shop for more
Tap here to browse the App Store for more emojis to download and use

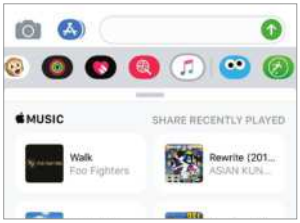
You can send an audio message by pressing and holding on the mic icon to record. Release to send

you've selected and downloaded your content go back to compose your message and new icons should appear along the bottom of the screen. Scroll the menu to the left to see more. Tap on a game to send an invitation to a friends, they can then use the link to download the app or join your game (Fig 3).

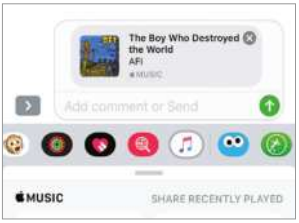
Read/delivery receipts

We are all used to sending text messages to colleagues, friends and family and, when the text leaves our phone, we get on with our lives. There are times, however, when an important message is sent and you want to be sure that the other person knows you have read it. This may be because an important business decision relies on you taking action or maybe you simply want to communicate to a friend that their message has been received. You can turn on the 'Send Read Receipts' option to provide the sender with an indication that you have read their message. To do this, go to the Settings app and head to the Messages section. Tap Messages and, on the right, a new window will appear. Now look for the 'Send Read Receipts' option and turn it on. This only shows read receipts for the other person – they will have to turn theirs on for you to see the same.

Share music over Messages



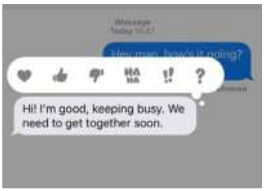
1 Tap on Apple Music icon
Tap the App Store icon and then select Apple Music from the bottom.



2 Select and send
Scroll through your recently played, select a song then hit send.

Using Tapback

1 Press and hold
Press and hold on a message that you have received.



2 Select a response
A floating menu of instant responses will appear. Tap one.

3 More options
Tap on 'More' to bring up extra options relating to the message.

4 Choose option
You can now choose to delete the message or reply directly.

Apple Watch

Discover how to sync and customise your new smartwatch with your iPhone

You'll use it to…

Pair your devices
Sync your Apple Watch and iPhone over Wi-Fi and Bluetooth

Learn more
View Apple's Guided Tours videos in the Explore tab

Download apps
Populate your Watch with apps designed for smartwatches

Update software
Download and install the latest software updates for your Watch

Fig 1 (above) If you've got a new Apple Watch, head to Start Pairing to get synced

Fig 2 (right) You can tweak how you receive notifications on your Watch from your iPhone

Watch of the future

Apple's smartwatch is built to be glanced at. Settings wise, there isn't a great deal you can change directly on your Apple Watch. That's where your Apple Watch app comes in, providing you with all the tools you need to customise your new Watch. With the launch of watchOS 7, we are now seeing even more customisation options and improved functionality.

Sync together

As always, Apple makes setting up your new device an easy process. After selecting the first options on your Watch, you'll be asked to use the Watch to pair your devices together. You can do this manually, but it's easier to use the onscreen viewfinder and align your Watch with that. Set your Watch up as a new device and choose which wrist you'll be wearing your Watch on. Enter your Apple ID and password and choose whether to enable features from the many option screens that follow, such as Location Services.

My Watch

Now you're all set-up and ready to use Apple Watch.

Of course, it will work perfectly as it is, but as Apple has said time and time again, the Watch is its most personal device yet. That means there are a multitude of customisation options for you make. The place to go to is your iPhone's Apple Watch app and the My Watch tab. This menu contains every setting that you can tweak. Your changes are mirrored straight away thanks to the connection you've already created between your iPhone and Apple Watch. Changing the App Layout screen on your Watch is a great example. Because the Watch screen is so small, it can be hard to hold and drag your icons around, but dragging and dropping in the My Watch's App Layout screen is simple. Settings like Airplane Mode and Do Not Disturb can be set to mirror your iPhone. Flick the setting on/off on your iPhone and it'll do the same on your Watch. The General menu provides you with the ability to update your software, choose whether you want apps to automatically download and a wide range of Accessibility options. Each app on the Watch has a menu too.

Notifications

You'll soon realise that the Notifications menu in My Watch is a must visit. Your Apple Watch will alert you to so many notifications that it makes sense to tailor this experience to your taste or to suit your current situation (ie if you're at work). Third-party apps simply mirror iPhone notifications (so you can just turn them off if you want), but all the built-in apps have more options. Mail, for example, will give you the option to only receive alerts from those in your VIPs contact list, while in Activity there are various notifications to toggle on and off, such as Progress Updates and Achievements.

In the General menu you can select what appears on your Watch face when you raise your wrist

Sync with Apple Watch

1 Align
Select Start Pairing and align the Watch with the viewfinder.

Apple ID
Signing in with your Apple ID helps Apple Watch communicate using Digital Touch, and it enables features like Apple Pay and Find My Watch. After you sign in, your Apple ID will be associated with this Apple Watch. Your iPhone uses this Apple ID to enable Activation Lock, so it will also be enabled on this Apple Watch.

2 Apple ID
Select Set Up as New Apple Watch and enter your Apple ID.

Apple Watch Passcode
When you set a passcode, Apple Watch locks when you take it off and requires the passcode to unlock. This helps protect your data.

3 Passcode
Select the options to you wish activate. Create a Passcode too.

Install Available Apps
Some apps on your iPhone may also work with your Apple Watch. You can install all these apps now, or you can choose just the ones you want later using the Apple Watch app on your iPhone.

4 Apps
Choose whether you want to install all your compatible apps.

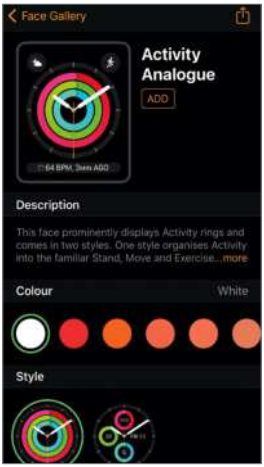


Fig 3 Hit the Face Gallery tab to customise the appearance of your watch…

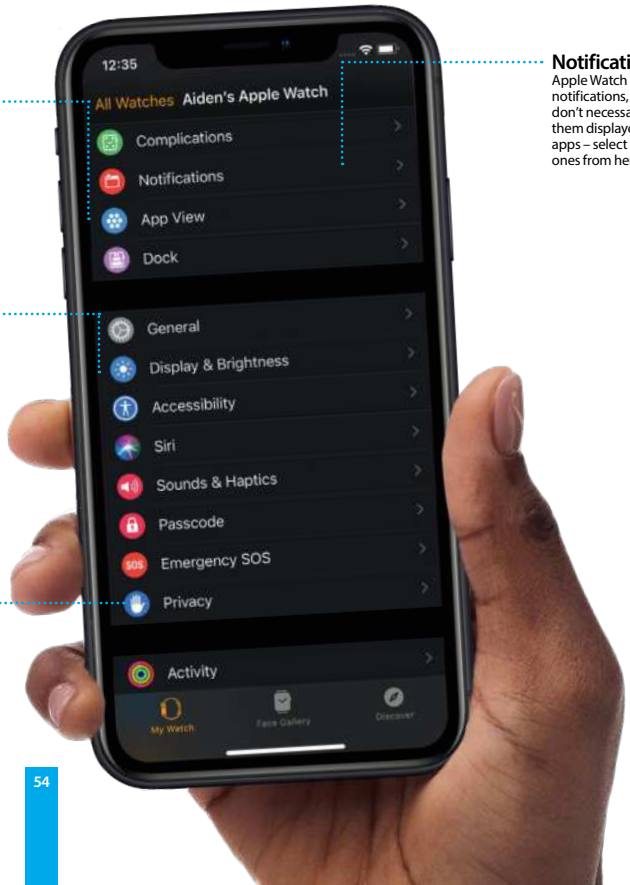
Face Gallery

One of the most enjoyable aspects of owning an Apple Watch is the option to change the face to reflect your style, your mood, or just for the hell of it. By tapping on the Face Gallery section within the iPhone app you will be able to see all of the new faces that have been added with watchOS 7 and download new faces to assign to the watch, which you also do in-app. Tap on any face within the Face Gallery section and you will be able to 'add' it to your collection, change colours displpalyaeyed on the face – such as the hands and the background colours and add 'complications' to the face. These include calendar and mail notifications, activity, heartrate and much more. If you want to put your own unqiue stamp on your watch then this is where you do it. By investing a little time and effort into the appearance of your device you will get a face that is unique to you.

App Layout
Tapping this will open a small menu that lets you rearrange where the app icons are on your Watch's face

Brightness & Text Size
From this menu you can turn the Watch screen's brightness up and change the Text Size if you're struggling with the small screen

Privacy
Under Privacy's Motion & Fitness option you can turn on and off the Heart rate sensor and any tracking features



Notifications
Apple Watch loves notifications, but you don't necessarily want them displayed for all apps – select which ones from here

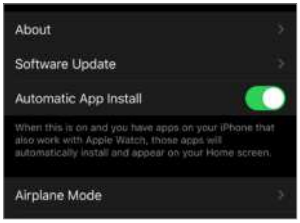
08:55
Wednesday 20 May
Installation Paused
To install the update, Apple Watch must be connected to its charger and charged at least 50%.

To update software your Watch needs to be connected to its charger and charged at least 50%

App Store

When you first synced your Watch and iPhone you were given the option to download all your compatible apps to your Watch. Even if you did that, the amount of apps might not have been great as developers haven't yet fully committed to smartwatches. Luckily, the Apple Watch contains its own dedicated App Store, populated with apps that come with their own smartwatch variant, and accessible directly from your Apple Watch. To find new Watch apps go to the Discover secgion of the Apple Watch app, scroll down and then select Explore Watch Apps. This will take you to a section of the iOS App Store that is dedicated to the Apple Watch. The main store screen contains apps that come recommended by Apple as essential downloads. Downloading an app is exactly the same process as always; from the app's page, hit Get>Install. You can find your apps by scrolling to the very bottom of the My Watch tab in the Apple Watch app. Here you can find your purchased apps as well as check for any updates for your existing downloads.

Software updates

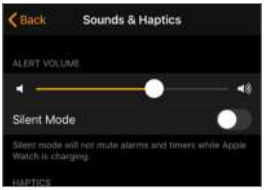

About
Software Update
Automatic App Install
When this is on and you have apps on your iPhone that also work with Apple Watch, those apps will automatically install and appear on your Home screen.
Airplane Mode

1 General
Apple rolls out plenty of software updates. Check at General>Software.

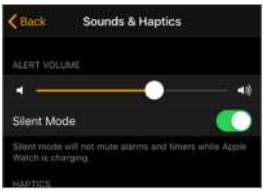
Automatic Updates
Off
watchOS 6.1.1
Apple Inc.
193 MB
watchOS 6.1.1 provides important security updates and is recommended for all users.
For information on the security content of

2 Download
Your phone will ask you to download and install when it finds one.

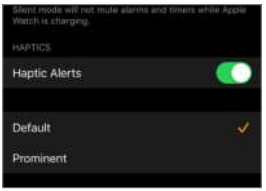
Sounds & Haptics



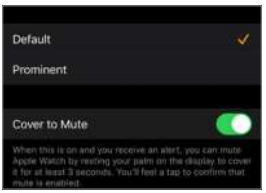
1 Alert Volume
Change Alert Volume for your Watch by sliding left and right.



2 Silent Mode
Mute all sound alerts by flicking the Silent Mode switch to green.



3 Haptic Strength
Like haptic feedback? Choose between default or prominent.


Default
Prominent
Cover to Mute
When this is on and you receive an alert, you can mute Apple Watch by resting your palm on the display to cover it for at least 3 seconds. You'll feel a tap to confirm that mute is enabled.

4 Gestures
Enable Cover to Mute to mute an alert with just your palm.

App Store

Your gateway to a rich source of apps via the intuitive App Store – a bustling marketplace that is always open for business

You'll use it to...

Discover apps
Clearly defined sections help you find and discover exciting new apps

Search for apps
If you know the name of an app, enter it in the search field and you'll find it in seconds

Purchase apps
Buy and download apps to your device

Gift apps
Send an app to someone special

Review apps
Give a little customer feedback

Get recommendations
Use the Near Me feature to see what apps are popular around you

Shop for apps

The App Store will be one your most-used apps because it is here that you purchase, download and update content for your iPhone (Fig 1). Thankfully, it is a very user-friendly environment where you can discover what's hot and make informed purchases in seconds as well as share your favourite apps and games with friends.

Search the App Store

Considering that the shelves of the App Store have swelled to over a million, with many of those specifically for iPhone, being able to find what you need quickly is of the ultimate importance – so it's just as well that there is an intuitive search engine on hand to help.

If you know the name of the app you're looking for then enter it into the Search field (Fig 2). As you type the letters, matches will instantly start being made with what you're typing. If you see what you want in the list of suggestions, then just tap on it to instantly go to that page. If you're not sure of what you're looking for, then there are

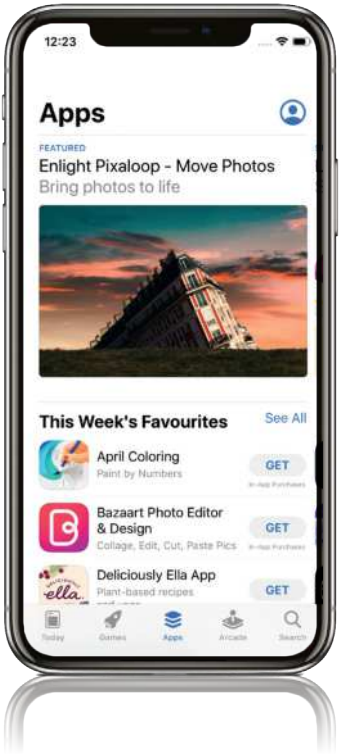


Fig 1 (right) The storefront is brimming with attractive offers and sections

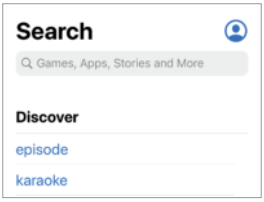
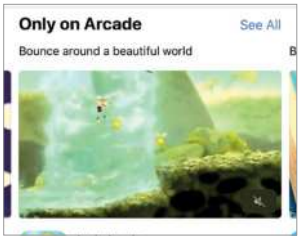


Fig 2 (above) Start typing keywords into the search engine to find what you want

plenty of handy pointers to steer you in the right direction. The 'Featured' section is a good starting point as it showcases all of the latest eye-catching apps of significance. When you access the Search feature though, a whole list of trending searches will be presented so you can instantly see what's hot.



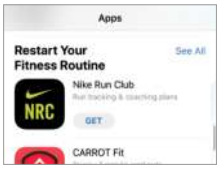
Apple Arcade

For a monthly fee of £4.99/$4.99, you can play a range of exclusive games on your iPhone. And, if you own other Apple devices, you can access them on those devices as well with your data transferring between – so you can start a game on your iPhone and then continue using your iPad. One of the biggest complaints with games on mobile devices is the use of adverts, but ever game in Apple Arcade is ad-fee and there are no in-game purchases. If you want to try the service, Apple offer a one-month free trial.

A major redesign

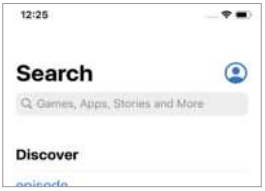
The App Store was redesigned back in iOS 11, with the store being split into two major sections; Apps and Games. The Today section was also introduced - sharing interviews with developers of the most popular apps in the store and more.

In the Apps and Games sections you'll find recommendations that will make finding something new that suits your needs easier than ever before. You'll find featured apps and games as well as various ranked lists like Top Paid and Top Free. There will even be suggested apps or games that will suit your own personal interests based on data that the App Store has collected. All in all, this store feels almost like a social media feed and is far more engaging.

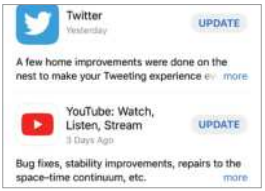


App Collections groups some great apps together for you to browse and download

Update your apps



1 Tap on Search
In the App Store, tap on the Account icon. It is in every tab.


Twitter
UPDATE
A few home improvements were done on the nest to make your Tweeting experience
more
YouTube: Watch, Listen, Stream
UPDATE
Bug fixes, stability improvements, repairs to the space-time continuum, etc.
more

2 Update apps
If an app has an update available, tap on the Update link next to it.

3 Update All
To get all available updates, tap on the 'Update All' link.

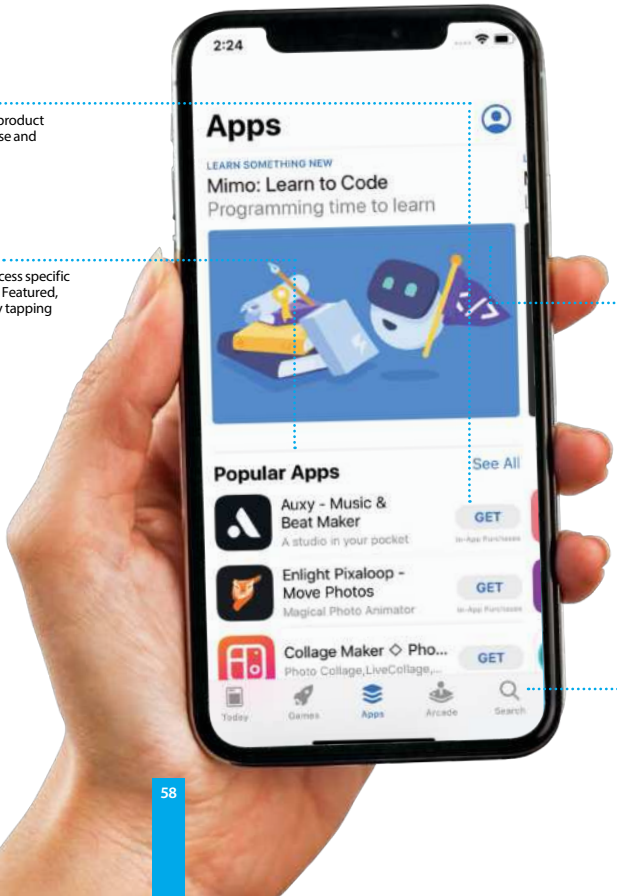
4 Auto update
Go to the iTunes & App Store Settings to set auto-downloads.

Fig 3 Tap on the price (or 'Get' if it's free) to purchase and download the app. You may have to enter your Apple ID

Purchase an app

Being the only source of gaining apps for your iPhone, the App Store is, as you would expect, a quick and easy way to shop for new apps, and purchasing them really couldn't be simpler. You will already be logged into the App Store with your registered Apple ID, which should have your billing details attached.

If you haven't already added the details of a valid credit or debit card for your app funding then tap on the Featured page at the App Store, scroll down to the bottom and then tap on your Apple ID. Select 'View Apple ID' from the menu and then tap on the Payment Information option. You can now select a card type and enter all of the required information so that all app purchases will be made using that card. Now you can tap on the price of an app and



Buying apps
Tap on the price of a product to initiate the purchase and download process

Store sections
You will be able to access specific stores for Top Charts, Featured, Near Me and more by tapping these buttons

Featured apps
All the latest significant new additions to the App Store will be showcased in the main shop window under Featured

Search
Enter keywords into the search field to help you find apps featured within the store

Family Sharing
Share music, films, apps, storage and more with up to six members of your family.
You will also get a family photo album, family calendar and access to family devices in Find My iPhone.

Go to your iCloud Settings to set up Family Sharing to share your purchases with family

then complete the purchase by inputting your Apple ID password (Fig 3). You will still need to enter your Apple ID password when downloading free apps, but you don't have to assign a credit or debit card to do so.

Review and rate apps

App feedback is good, because feedback – good or bad – gets back to the developer and lets them know how the public is receiving their apps and how they can make them better. It also provides information for your fellow iOS users to help them make informed decisions on whether to buy a particular app or not, so if you have the time and the inclination, then why not leave your own mini app review?

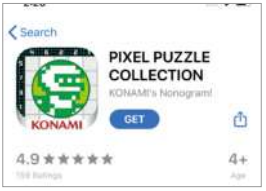
To do this, tap on an app then scroll down to the Ratings & Reviews section and tap 'Write a Review'. Tap on the stars to rate the app out of five – as you tap them they will be coloured in blue. You can add a title and enter your own review text by tapping on the respective field. Once done, hit the 'Send' button to get your review published on the page and info other App Store customers as to the quality of the product.

Submit a review of an app

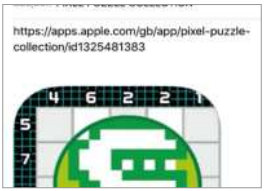
1 Tap to rate
Scroll down to Ratings & Reviews and then tap 'Write a Review'.

2 Write a Review
Tap the stars to rate the app and write your review.

Recommend an app

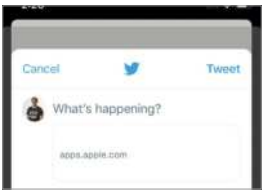


1 Tap on The Share button
Go to an app's info page, tap the more button and then 'Share app'.



2 Email
If you tap Mail, then you can send an email with the app's info.

3 Message
Tapping Message enables you to send an iMessage (see page 50).



4 Tweet
If you have a Twitter account set up, you can also tweet about it.

iTunes

Let your iPhone entertain you with music, movies and TV shows – all found right here

You'll use it to…

Browse for items
Sections make it easy to find new content and great deals

Purchase media
Buying new music and movies is easy

Discover new media
Search and roam for interesting items

Gift items
Buy and send a gift to a loved one

Make use of Genius
Get artist recommendations and create Smart Playlists

Buy music and movies

Although there are links to the respective sections of the iTunes Store within the Music and Apple TV apps, you can access the store direct from its own app on the Home screen and browse for content at your leisure. And there is plenty to explore (Fig 1).

The Categories in iTunes

Navigating your way around the iTunes Store is made easy by a series of tabs at the bottom of the screen that allow you to breeze freely to the various store categories that include Music, Films and TV Programmes (Fig 2). Tap on a category to access a front-page relating to that particular category that is packed full of featured offers and attractions.

If you have bought things previously from the iTunes Store on other iOS devices (like an iPod touch) then, thanks to Apple's iCloud service, you will be able to re-download them again onto your iPhone or iPad – just tap on the Purchased category, then on the 'Not on this iPhone/iPad' tab at the top of the page and then choose a song and tap on the cloud icon. If you are currently downloading content from the iTunes

Fig 1 (above) The iTunes Store is a thriving hive of digital entertainment

Fig 2 (right) Use the tabs at the bottom of the interface to jump straight to the various store categories

Store then you will be able to track the progress of your purchases by tapping on Downloads.

Search for a song

One of the good things about the iTunes Store is that it allows you to try before you buy. First of all, search for an album or artist you may be interested in by tapping the search field at the bottom of the screen. Now tap on an album and then tap on a track name to listen to a sizeable chunk to determine if it is what you're looking for. You can end the preview at any time by either tapping on another song or tapping the Stop button in the middle of the playback wheel.

Download songs

Purchasing and downloading songs from the iTunes Store is a quick and easy process that can be done in seconds. We have already explored how you can search for songs in the app, through categories and the search function, and how to listen to a preview of tracks. If you decide that you would like to go ahead with the purchase of a song or album then tap on the price and it will turn into a green 'Buy Song' button.

If you then wish to go ahead with the purchase, you will be prompted to enter your Apple ID password before the track will start downloading to your device – this is a security measure to ensure that you don't buy items by tapping on them accidentally, or that someone else doesn't buy them if your phone is lost or stolen or in the hands of an exploring child. You can track the progress of the download by tapping on the Downloads category at the bottom of the screen.

If you are lucky enough to be gifted a redeem code, scroll down the Music page and tap Redeem

Download a TV series

1 iTunes
First, head to the iTunes app to browse the available shows.

2 TV
Tap TV at the bottom and you will be taken to the TV show section.

3 Select a show
Pick a show and it will bring up the information for your selection.

4 Buy the series
Tap the price to buy the series, or check the ratings and reviews first.

Apple Music

The Music app enables you to stream music through Apple's new Spotify-like service

You'll use it to…

Play music
Belt out your tunes with the Music app's simple set of controls

Make playlists
Create new playlists on the fly quickly and easily

Stream music
Subscribe and stream unlimited tracks through the Apple Music service

Connect
Follow and connect with the bands and artists who matter most to you

Hear radio stations
None-stop music of any genre piped straight to your device

Search content
Find what you want when you want to listen to it

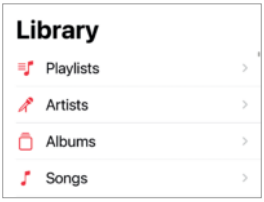


Fig 1 (above) All of the music purchased through the iTunes app can be played in Music and you can create playlists

Fig 2 (right) The new Apple Music service lets you stream unlimited music through your device, allowing you to savour more

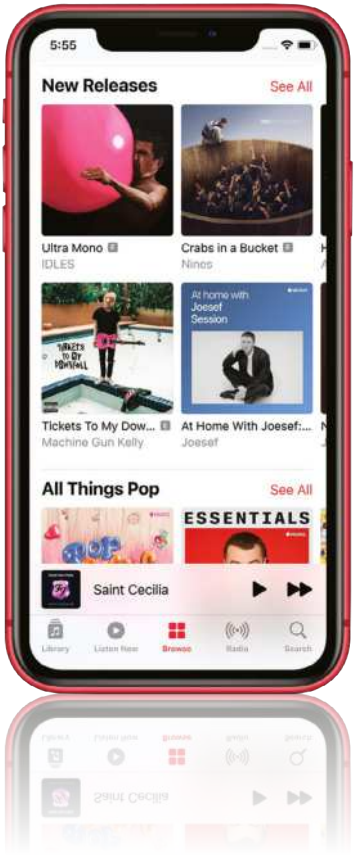
Listen to music on the go

Music is where you can listen to all of the top tunes that you have synced or purchased on your device and create new playlists to suit any occasion (Fig 1). It's also the app used for the Apple Music Streaming service, and was redesigned back in iOS 10.

Import songs

There are numerous ways to import music to play on your device. The most direct route is by purchasing it straight from the iTunes Store on your device. You can do this by launching the iTunes app, browsing the Store and tapping on the prices to download the tracks or albums to your device. While in the iTunes app, you can also tap on the Purchased tab at the bottom of the interface (under 'More') and this will list all of the music that you have bought previously on other devices (by tapping the 'Not on This…' tab).

Thanks to the power of iCloud, all of your previous purchases are tracked, so tap the cloud icon next to a track in order to re-download it on your current device. Of course, you can also import



songs by connecting your device to your computer and syncing through iTunes or, alternatively, opening iTunes on your computer, highlighting songs in your music library and then manually dragging them to your connected device in the left-hand column.

Play your music

First and foremost, the Music app is there to enable you to play and listen to music on your device, and the controls for doing this are simple to get to grips with. Start off by choosing music to listen to by selecting the 'Library' tab at the bottom of the screen and navigating to a song, then tap on it to start playing it. The controls at the bottom of the interface allow you to play/pause the current song and skip to the next or previous songs.

Experience Apple Music

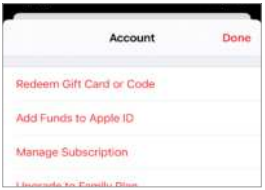
The Apple Music service has been pushed to the forefront of the Music app. Set to rival Spotify's popular music streaming service, Apple Music requires a monthly subscription fee (although you can try it free for three months) but for that you can stream unlimited music through your device, allowing you to savour the very latest releases from your favourite artists, when you demand them, without having to buy the albums. Tap on the 'For You' tab at the bottom of the screen and you will be treated to a tailored selection of music from Apple Music based on the type of tunes that are in your personal collection. You can also tap on the 'New' tab to discover all of the latest releases. It's a great way to keep up with the current music trends and experience a wider range of music through your device.

Go to the Music section in Settings to adjust the EQ and Volume Limit, amongst other things

How to unsubscribe to Apple Music

1 Launch Settings
Launch the Settings app and then tap on your Apple ID at the top.

2 Go to Subscription Info
Tap on Subscriptions and Apple Music will be listed under Active .



3 Another method
Tap on the Account icon in the Apple Music app

4 Your Membership
Change your payment plan or cancel the subscription here.

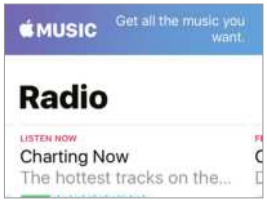
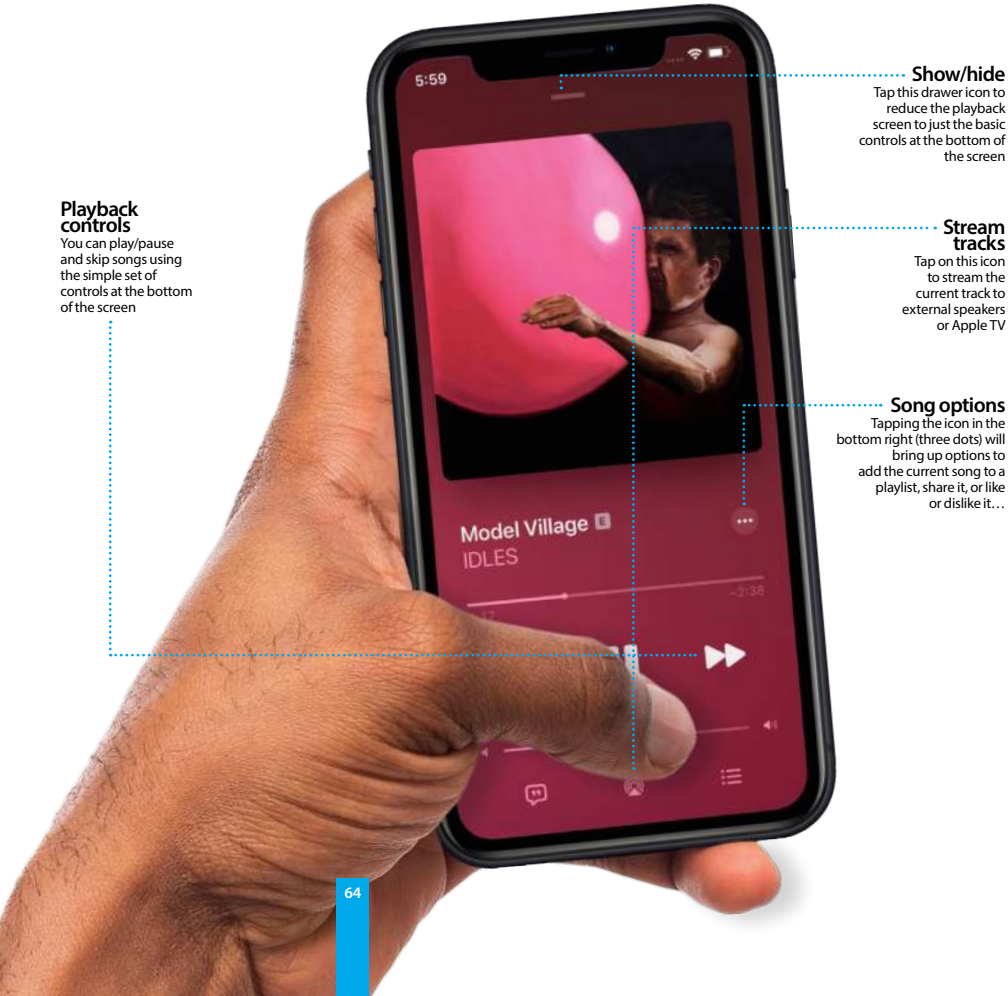


Fig 3 Listen to your favourite genres of music, minus the monotonous DJs, through the Radio section

Your personal radio stations

Another great aspect of Apple Music is the Radio feature. Tap on the 'Radio' tab at the bottom of the interface and you will be able to browse stations dedicated to the type of music that you enjoy listening to. Here you will find featured stations or, by scrolling further down the screen, be able to pick the genres of music that appeal to you. Once done, the selected station will instantly start playing, providing great music without you really having to lift a finger. More importantly, you don't have to suffer tiresome DJs talking over tracks and generally loving the sound of their own voices! All of the stations that you listen to will be stored under the 'Recently Played' section at the top of the Radio tab, so you can


5:59
Model Village
IDLES
Show/hide
Tap this drawer icon to reduce the playback screen to just the basic controls at the bottom of the screen
Stream tracks
Tap on this icon to stream the current track to external speakers or Apple TV
Song options
Tapping the icon in the bottom right (three dots) will bring up options to add the current song to a playlist, share it, or like or dislike it…
Playback controls
You can play/pause and skip songs using the simple set of controls at the bottom of the screen

You can access Apple Music's playback controls from the lock screen of your iPhone

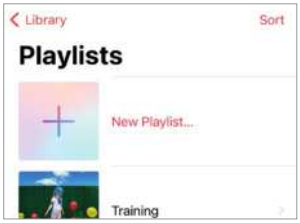
jump in and start listening to them again quickly and easily (Fig 3). Another cool aspect of Apple Music is the 'Connect' feature. This allows you to connect with your favourite bands and artists and follow their latest tweets and updates in one handy digest, without having to trawl through your, no doubt, heavily-populated Twitter feeds to find the information.

Create and manage playlists

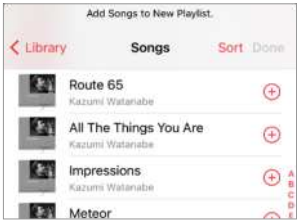
Creating and managing playlists on your device is easy thanks to the Music app. As well as creating new playlists from scratch, you can also edit playlists that have been synced across from iTunes.

To create a new playlist, simply tap on the Library tab, select Playlists and then tap the New button. Give your new playlist an appropriate name, tap Save and then start adding songs from your library by either tapping on the song itself or the '+' icon next to it. When you have finished adding, tap Done and your playlist will be complete. If you wish to edit an existing playlist at any point, all you need to do is select it from the Playlists page and then tap the Edit button. You can also add songs by tapping the three dots next to it, and tapping "Add to Playlist…"

Create a playlist



1 Tap on New
Go to Library>Playlists, tap on 'New Playlist' and then name it.



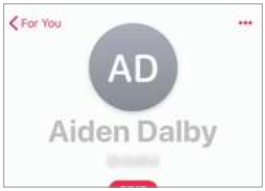
2 Add songs
Add songs by tapping on a song name or the '+' icon.

Create a profile

1 Settings
In 'For You', open Settings then 'see what friends are listening to'.

2 Select a name
Enter your name and then create a profile name.

3 Add friends
You can add friends from your Apple Contacts or Facebook



4 Your profile
Once you've set your preferences, your can view your profile.

Apple TV

The TV app lets you watch movies and TV shows anywhere on your iPhone

You'll use it to...

Watch videos
Watch films and TV shows on your iPhone

Shop for content
Access the iTunes Store in-app to shop for videos

Stream to Apple TV
Beam your videos straight to the big screen

Stream video from your computer
Watch your computer video library remotely on your iPhone

Watch anywhere
Take your device with you to watch videos anywhere you want

Manage your movies
Sync from you computer and delete when watched

Watch TV shows and movies on iPhone

You can use your iPhone to watch movies, music videos and TV shows, transforming it into a mobile multiplex to view what you want, on demand. Using the Videos app is easy, so sit back, relax and enjoy the show.

Rent & buy from iTunes

Just like the Music app, Apple TV features a launch pad to the iTunes Store, in this case the visual entertainment section – where you can shop for films to rent or films to buy outright. Simply tap the Watch Now button in the bottom-left corner of the main TV interface and then scroll through the recommended content. Alternatively you can use the search section to find what you want.

When you have found a film, tap on the poster next to the title and a new window will appear that provides a plot synopsis, credits, details and user reviews. More importantly it also features a button that allows you to preview the movie through your Apple TV app

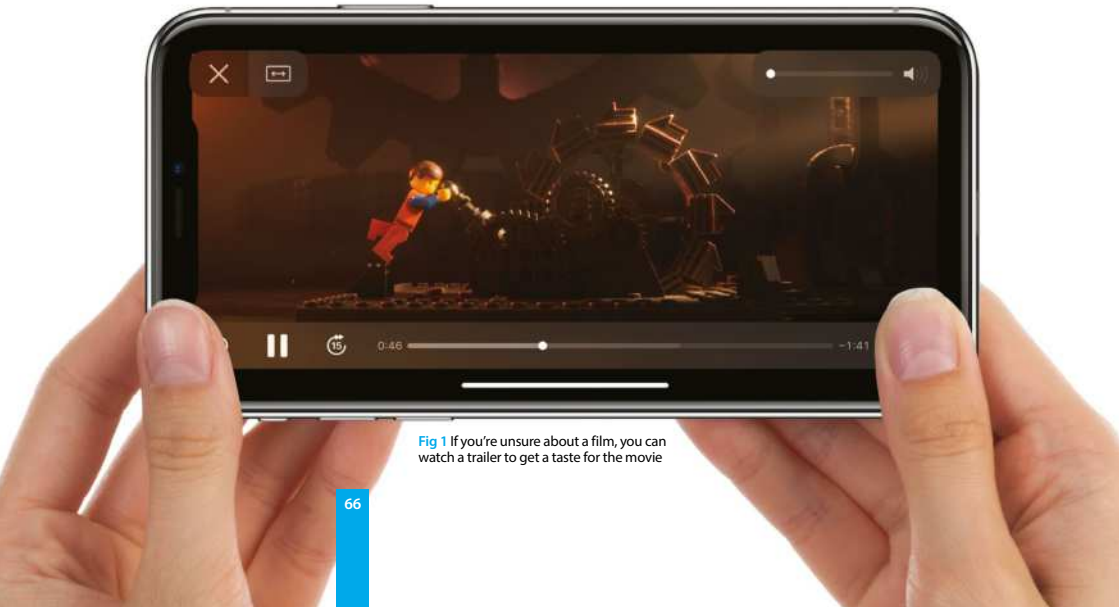


Fig 1 If you're unsure about a film, you can watch a trailer to get a taste for the movie

(Fig 1) and options to buy or rent the movie. If you're buying then the system is the same as purchasing music or apps – just tap 'Buy' and the film will download to your device.

Renting is slightly different – you still download it, but it will expire after a certain number of days and, once you start a movie, you have a limited amount of time to finish watching it. It does mean you will never have to pay a late fee though!

Import videos from your computer

If you don't want to buy directly through the TV app then you can also import videos from your computer via iTunes. Simply connect your device and then click on the Films or TV Programmes section under your Library to view all of the movies on your machine. Now you can either drag the film to your iPhone in the sidebar or perform a sync to get your flicks onto your device.

Playing your videos

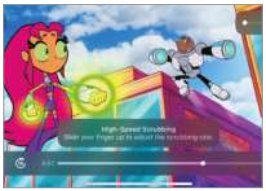
As with music, playing videos on your device is easy. From the Library section there will be a list of all your video downloads filling the screen, broken down into sections depending on whether it's a TV show or movie. Users can also use the Search section located at the bottom-right of the screen to quickly jump to specific titles that you're looking for within the app.

When the video is launched, a simple set of controls at the bottom of the screen allow you to play or pause the action, skip chapters and adjust the volume. You can also scrub through the action by swiping along the bar at the top of the screen, before leaving the video at any point by tapping the Done button in the top left hand corner of the screen.

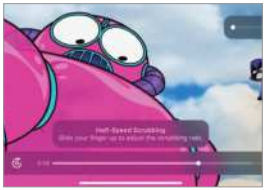
Use the on-screen controls to tweak volume as well as scrub through your video as you wish

Change scrub speed

1 Tap scrub bar
Press your finger down on the dot situated on the scrub bar.



2 Swipe vertically
Slide your finger up or down to select your scrubbing speed.



3 Swipe horizontally
Swipe left or right to scrub through at your chosen speed.

4 Close the menu
When you've done scrubbing, tap the screen to remove the menu.

Fig 2 Viewing movies and TV shows through your device is simple through the Videos app

Fig 3 You can access your computer movie library to watch on your iPhone

Home Sharing

With Home Sharing, you can play movies and TV shows on your iPhone from the iTunes library on your Mac or PC. To use this feature, both your iPhone and your computer need to be on the same Wi-Fi network and, on your computer, you must have iTunes open and running. Click on File then turn on Home Sharing and ensure that both your computer and iPhone are logged in and using the same Apple ID.

To ensure that you are logged into the same Apple ID on your iPhone, go to Settings, tap on the Apple TV section and then log your details under the Home Sharing section. Once the system has been set up, a new tab will appear at the top of your Videos interface called Shared. Tap on this and then choose to access your

End viewing
If you wish to stop watching, tap the Done button and resume where you left off later

Screen size
Tapping this button will make the video fill the screen. Tap it again to return to the original dimensions

Rewind
Press and hold the dot on this bar, and by sliding it to the left you can rewind the action

Playback controls
Simple controls let you play and pause the action, skip backwards or forwards through chapters and adjust the volume

With your iPhone, you can mirror the screen on a TV wirelessly using AirPlay Mirroring and Apple TV

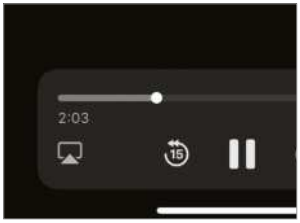
computer's library (Fig 3). Now simply select something to watch, sit back and enjoy. To deactivate this service, click on the Advanced menu on your computer again and then turn off Home Sharing to instantly sever the connection.

AirPlay

If you have an Apple TV system in your home then you can stream video content from your iPhone to your TV wirelessly using AirPlay. This is easy to set up and means that you can use your iPhone to shop for movies to buy or rent and then use your device as a remote control to play them on your big TV screen.

To start streaming video with AirPlay, start playing a video on your iPhone and then tap the AirPlay button. Next, choose your Apple TV from the list of AirPlay devices and then select it to start beaming the video across. If the AirPlay button doesn't appear or your Apple TV doesn't appear in the list, check to make sure that both devices are connected to the same wireless network. You can also stream videos using various cables, including AV cables and VGA Adapters. Being able to watch your videos on the big screen is a great advantage of having an iPhone, and being able to see all your videos, including home-shot ones, is a nice option to have.

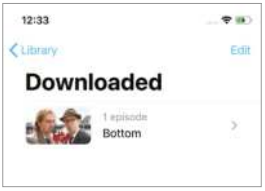
Streaming videos with AirPlay



1 Start playback
Start watching a video, tap on the AirPlay icon, then tap Apple TV.

2 Nothing on iPhone
While your video is playing on Apple TV, your iPhone will display this screen.

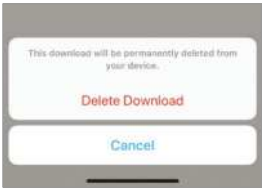
Delete videos



1 Locate video
Find a video that you no longer want in the Downloaded section.

2 Tap Edit
Tap on the Edit button in the top-right corner of the screen.

3 Tap to delete
Tap on the video that you no longer want on your device.



4 Instant removal
Tap Delete and then the video will be deleted from your device.

Podcasts

Find out how to discover, subscribe to and play your favourite podcasts

You'll use it to…

Discover new podcasts
Explore thousands of free podcasts on a whole host of topics

Subscribe to your favourites
Automatically get new episodes when they become available

Play your podcast
Use the app's simple playback controls to get up and running

Listen on the TV
Enjoy your podcast on the big screen with AirPlay and Apple TV

Organise your podcasts
Use the On-The-Go playlist to play just the episodes you want

Sync with iTunes
Get episodes and playlists synced from iTunes on Mac and PC

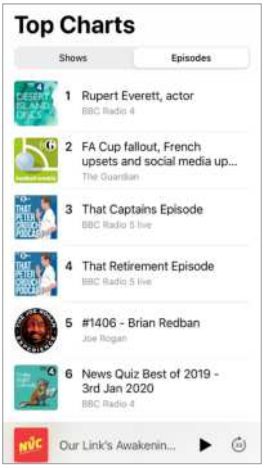
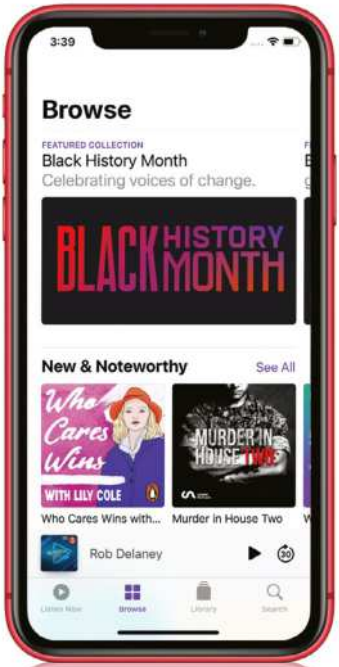


Fig 1 (above) Podcasts' Top Charts tab gives you a great idea of what's currently popular

Fig 2 (right) You'll find all your podcasts living under the My Podcasts tab

Introducing Podcasts for iOS

The Podcasts app is an amazing way to discover, subscribe to and play your favourite podcasts. There are thousands of audio shows readily available to all iOS users, with topics ranging from business, comedy, music, sport and more. And best of all, it's completely free – in fact, it's a built-in app in iOS. When you first open the app, it will look rather bare. This means it's time to get searching for some new podcasts. There are three major ways of doing this. The first, and probably a favourite with completely new users, is the Browse tab. Just like the App Store's Featured tab, Podcast's equivalent gives you a rundown of podcasts that are good enough to be recommended by Apple itself. It's a great form of recommendation. Check out the featured podcasts and there's bound to be something that takes your fancy. The next best place is the Top Charts section found in the Browse tab. This lists the audio and video podcasts that have been downloaded and listened to the most. This is a great way of listening and watching the very best, but if you're after something a little more obscure, then the Search magnifying glass in the bottom-right corner of the screen will be your starting point.



Download and play

When you've found something that appeals to you, saving the podcast to your iPhone is very simple. Next to the podcast's title will be a '+' icon, which when pressed will turn to a cloud icon that will begin the downloading process. It will show how long there is left, and then move itself to the Library tab, which you can find in the bottom-left of the app. Playing a podcast is as straightforward as tapping on the cover image. You're then taken to a Listen Now screen, which will be familiar to anyone who has used the Music app before. You'll find all the standard playback controls, including handy 30-second fast forward & 15-second rewind buttons – great if you miss that last comment and want to quickly skip back to hear it again. The Library screen has a handy Episodes tab that will display all of your shows in order of when they were released. You can subscribe to your favourite series and automatically get new episodes as they become available. Anyone with a massive library can use the Search tab at the bottom-right of the screen. In this tab you can search across all podcasts or choose to search through just your library.

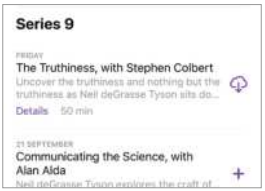
Organise your podcasts

It won't be long before you've got a thriving podcast library. Now is the time to create custom stations of your favourite podcasts that update whenever a new episode becomes available. This is your chance to customise Podcasts. Go into the Library section and then tap on the Edit button to get creating. Podcasts also lets you sync episodes and playing time from iTunes on your Mac or PC, while fully featured iCloud support means you can start listening to a podcast on your Mac and finish off on your iPhone.

Set the Sleep Timer from the Now Playing screen to make sure Podcasts turns itself off

Download and play

1 Find podcast
Start searching in the Browse tab for a podcast to listen to.


Series 9
FRIDAY
The Truthiness, with Stephen Colbert
Uncover the truthiness and nothing but the truthiness as Neil deGrasse Tyson sits do...
Details 50 min
21 SEPTEMBER
Communicating the Science, with Alan Alda
Neil deGrasse Tyson explores the craft of...

2 Start downloading
To download, tap the '+' icon next to the podcast, then the cloud.

3 My Podcasts
Your podcast will immediately be found in the Library tab.

4 And play
Tap your podcast and it will play. The controls are similar to Music.

Safari

Safari is the main platform for browsing the web on your iPhone; we showcase how to use it

You'll use it to…

Browse the internet
Use Safari to search or view websites on your iPhone

Open tabs
Browse for new content in new tabs while leaving the original web page running

Save for offline reading
Web pages in Safari can be saved later for offline reading

Private Browsing
Enable Private Browsing to keep your browsing history private

View Shared Links
View links shared by people you follow, for example on Twitter

Save favourite pages
Use bookmarks to save all your favourite websites

Fig 1 (above) Safari benefits from quick search/URL access, enhanced iCloud integration and multi-touch controls

Fig 2 (right) The search/URL address bar at the top provides many functions to help you browse the web

Surf with ease

Safari has benefited a great deal from various tweaks updates, such as the addition of intuitive multi-touch gesture controls for manipulating web content and Keychain/iCloud integration to allow your saved passwords and credit card details to be stored and accessible across multiple devices. You even have a search/URL bar at the bottom which provides quick access to websites or words within a page. Recent updates also means that you can be browsing a page on your iPhone and then pick up your iPad to see the same page displayed without you having to lift a finger.

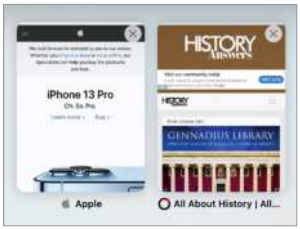
Browse the web

Launching Safari for the very first time will usually open with a blank canvas. But in future use it will present you with either your saved bookmarks (which we cover later) or the last page you visited.

Tap on the search/address bar at the bottom to enter either a dedicated URL address eg **www.google.co.uk** or you can type in a search term, eg Xbox One. While typing your search/address you will notice that it starts to automatically display results. This allows you to quickly access the page

without typing it out in full. Additionally the search bar can be used to search for words within pages. For example, if you re-tap the search bar and type in Games and then scroll down you will see the option 'On this page'. Once this is selected, a series of arrows will appear at the base of the screen and these can be used to zip through all the words. You can also access this in the Share Options panel if you find this easier.

Finally, navigating content is made much easier with the ability for you to swipe forwards and backwards between pages you have read. Simply long-press on the left or right edge of the screen and drag the page across.



Browse with tabs

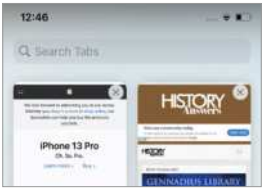
While browsing there may be times when you want to continue viewing your current page, but at the same time need to access additional websites or search results. Instead of closing the current page down and using forward/back controls to switch between pages you can use the tabs system instead. Click on the bottom tab icon followed by the '+' to launch a new tab. You can now type in your URL or search term and then switch back to your other tabbed page by simply tapping on the window icon in the lower-right corner of the screen.

If you like browsing the web on multiple devices (iPhone, iPad, Mac) then iCloud tabs also come in handy to allow you to access all of your open tabs on one device on your other devices. Tap on the window icon and a list of the sites open on your other devices will be accessible from the bottom of the screen.

Reader View

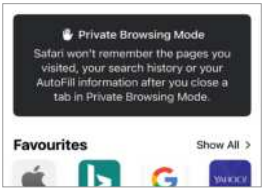
Most modern websites, unless they have a responsive design, will not be completely formatted to take advantage of your iPhone's screen size. Or if they are, the content may be riddled with ads, comments, links or other pop-ups getting in the way of your reading experience. To help, the Safari app has a function which allows you to enable a dedicated reading mode: Reader View. This option is subtly placed inside the search/URL bar (towards the far left side) and it looks like 'a/A'. By tapping this icon followed by

Go private



1 Tap tabs
For private web browsing, start off by tapping the window icon.

2 Tap Private
Tap on the 'Tab' option at the bottom and select 'Private.'


Private Browsing Mode
Safari won't remember the pages you visited, your search history or your AutoFill information after you close a tab in Private Browsing Mode.
Favourites
Show All

3 Access the tab
In private mode any tabs you create won't be remembered.

4 Cover your tracks
To end the private session, close all tabs and tap 'Private' again.

11:36
The 16 July 1969 is a day everyone should know, as it was the first time a member of the human race stepped foot on the Moon. Cemented in time by the iconic words of Neil Armstrong: "That's one small step for a man, one giant leap for mankind." This moment changed the course of history and sparked a passion for space and space

Fig 3 (above) The Safari Reader function is useful for viewing content without the distractions associated with websites

'Show Reader View' the text and embedded images will transform and display down the page in a scrollable list. This makes reading the content much easier. Additionally, you can tap on the 'a/A' icons again to increase or decrease the size of the text.

Offline Reading List

Browsing the web on Safari is pretty easy to do, but the key ingredient to its continued functionality is the requirement of an Internet connection. Unless you have a dedicated data contract enabled on your iPhone you will rely on an available Wi-Fi connection to get the required internet access and sometimes you will be in an area without mobile data, too; they do still exist, in the

11:35
Space
ANSWERS
JUMP TO...
Private moments you only View Once.
WhatsApp
SUBSCRIBE NOW
NEWS
Sign up to the All About Space newsletter today!
aA
spaceanswers.com
Share icon
Tap here to save items to your Reading List, add a bookmark and save a page to your Home screen
Reader View
This icon will appear on some web pages. Tap it to change the page to a style that is easier to read
Search bar
The universal search and URL bar at the top provide quick access to web content
Tabbing
You can quickly add new tabs to the browser in order to keep the original page intact

To share a website, tap the share icon at the bottom of the screen and pick a service

outer reaches of the wilderness! Even if you tether your iPhone to another to get your browsing fix on the fly, this is still scuppered if the source signal strength is poor.

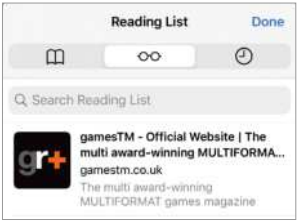
Thankfully, Safari has a built-in solution already and it's called Reading List. This option allows you to quickly save a currently viewed web page for reading later on in an offline environment when there is no internet connection available. Tap the share button and choose 'Add to Reading List' to save new pages. You can then access this via the bookmark button at the bottom.

Bookmarks bar

Adding bookmarks is a process that allows you to save your favourite webpages for fast retrieval later on. Saving bookmarks simply involves selecting the Share icon at the bottom of the screen and then choosing Add Bookmark. Once saved your bookmarks will be accessible via the Bookmark icon to the in the lower-right corner of the screen. Alternatively if you tap the search/URL bar you can view them in a handy thumbnail view, which makes it even easier to jump to the page that you want quickly and easily. Safari makes browsing the internet a breeze.

Add a page to Reading List

1 Add page
Tap the Share icon at the bottom of the screen, then Add to Reading List.



2 Access Reading List
Tap the bookmark and then the glasses icon to access the page.

Add Home screen links

1 Access your website
First you will need to browse to a website.

2 Share icon
Now tap the Share icon and choose Add to Home Screen.

3 Name your shortcut
Tap the name field to rename the bookmark.

4 Add to Home
Click on Add and the icon link will appear on your Home screen.

Mail

With Apple's versatile Mail app you can send emails and receive every message from every one of your accounts into one handy inbox

You'll use it to...

Link accounts
You can activate the Mail app with any valid email address and password

Send and receive
Keep up to date with email arrivals and quickly send out new messages

Manage accounts
Add as many accounts as you like

Organise your messages
Store and save messages safely away

Find emails easily
Mark certain people as VIPs to access their emails from a special mailbox

Get emails quick
No need to press anything, just get your emails downloaded automatically

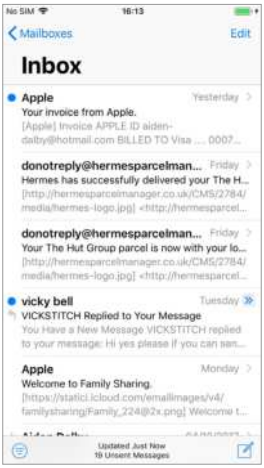


Fig 1 (above) Every one of your email accounts, together at last

Fig 2 (right) Once you have set up an account, go to the Settings app to link more accounts to your Mail app

Manage your email

Your iPhone's built-in Mail app is brilliant for sending and receiving emails, so you don't have to carry a laptop everywhere with you to keep in touch! You can also get all of your different email accounts linked to the app so every email from every account is streamed into one handy inbox (Fig 1), so you'll never have to worry about missing an important one again.

Link an account

If you are using the Mail app for the first time then you will need to set up and tether an account to the app. This is a quick and easy process that requires no more than a valid and active email address and an account password (Fig 2). Once set up, select your account in the 'Inboxes' section of the Mailboxes area and then all new messages will instantly be downloaded for that account. You can determine when all new emails are pushed from the servers to your mailbox by launching your Settings app, tapping on the Mail section, Accounts and then selecting the

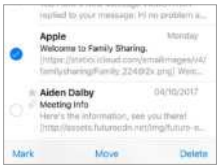
Fetch New Data option. Activate the Push function and then determine exactly when the messages will be received. To ensure that you get all new mail as soon as possible, tick the 'Manually' option to get all new mail pushed straight to your device as and when you need them. Your device will also scan for new mail when you launch the app.

Mail and Notifications

One of the many good things about the Mail app is that you don't have to manually press a button to download new messages from the server; it just happens automatically whenever you open the app. What's more, if you have the Mail app listed in your Notification Centre then you will get alerts on your screen whenever a new email is received. You should also ensure that Mail is activated in iCloud Settings so that all of your messages – received and read – are synced to all of your devices. This means that you will never be apart from all of your emails, no matter which device you pick up. It's one of the best productivity and organisation tools around.

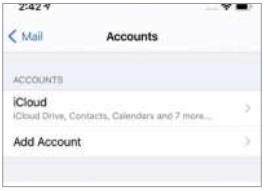
Write and send an email

Writing and sending emails is easy through the intuitive Mail app interface. To compose and send an email, simply tap on the pen and paper icon in the bottom-right corner of the Mail interface and a blank email will appear. Fill in the recipient's email address, enter a subject and some body text and then hit the 'Send' button. You can also mail out attachments, such as photos and documents from within the other respective apps by tapping on the sharing icon (which is represented by a small rectangle icon with an arrow in it).



You can move emails to different mailboxes by tapping Edit then marking emails to move

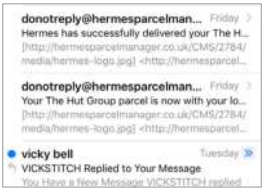
Use All Inboxes



1 Set up multiple accounts
Go to Mail in Settings, then Accounts and tap Add account.

2 Add accounts
Select the account type and enter the email address and password.

3 Open Mail
Launch your Mail app and then tap on the 'All Mail' option.



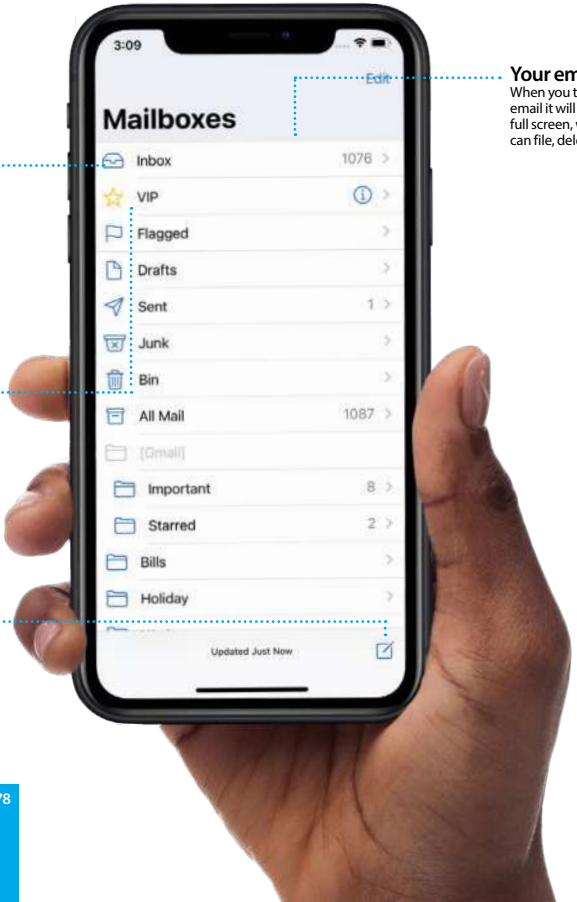
4 Get all mail
All of your mail from all of your accounts will be redirected here.

Fig 3 Go to Mail in Settings and then select Accounts. Tap 'Add Account' to include a new mailbox

Manage multiple accounts

It's very rare these days that you will have just one email address. At the very least most people have a work and a personal account. The Mail app is versatile enough to incorporate virtually any type of email account within a few easy steps and, handily, you can stream all of your mail from all of your accounts into onto main inbox, making it easy to track all aspects of your life simultaneously.

To add a new account, launch your Settings app and then tap on the Mail tab. Under the Accounts section at the top of the page you'll see the option to 'Add Account' (Fig 3). Tap this and then choose the type of account you will be adding. Once you have selected the account, enter a name, email address and password for that account and, after a few seconds of verification, the account will be added to your active inboxes within the Mail app. Within



Your emails
When you tap on an email it will be displayed full screen, whereby you can file, delete or reply

All inboxes
If you have multiple accounts then tap on 'All Mailboxes' to view all of your emails from all of your accounts in one place

VIP
iPhone, users can add certain senders to a VIP mailbox, to keep high-importance emails separate

Composing emails
Tap on this icon to start composing a new email. Your address will show up in accordance with the account you are using

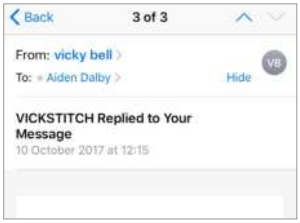
To remove people from your VIP list, tap on the sender and then choose 'Remove from VIP'

the Mail app, you can tap on an individual mailbox to view only the emails for that account, or you can tap on All Inboxes to view all of your emails in one handy stream. It is easy to reorder your mailbox by tapping Edit and then selecting what you want to appear, and dragging to change the order.

VIP Mailboxes

VIP Mailboxes enables you to set up a VIP list so that you'll never miss an important email – whether it's from your boss, your best friend or your accountant. To mark a person as a VIP, all you have to do is tap on their email address in a received message and then, on the Sender screen, select the 'Add to VIP' option. A star will then appear next to that person's email address to confirm that they have been marked as a VIP. This star will also be present next to all emails received from that person in your inbox. You can also find VIP emails quickly thanks to your new VIP inbox – just tap on this mailbox and all of the emails from all of your VIPs will be stored there for easy reference. So now you don't have to search your entire inbox for an important message, just go to your VIP mailbox.

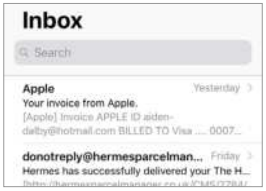
Mark a person as a VIP



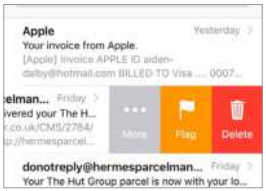
1 Highlight sender
From your inbox, open an email and then tap on the sender.

2 Mark them as a VIP
Tap 'Add to VIP' and all emails from that person will go to your VIP inbox.

Mark or flag messages

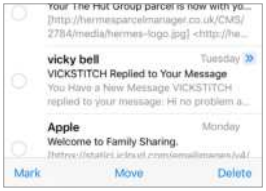


1 Go to inbox
Locate the message that you wish to manage and then swipe left.



2 Choose what to do
You can now tap options including More, Flag and Delete.

3 More options
Tapping the More option will present a menu full of options.



4 Edit emails
Tap the Edit option to select emails to Mark or Move.

Calendar

You'll never miss an important event again with your device's built-in date-keeper

You'll use it to...

Schedule events
Create new events for yourself and others

Plan ahead
View calendars by day, week, month or year

Sync with other devices
Get key dates from your other desktop calendars imported

Manage calendars
Activate or disable individual calendars

Get alerts
Set reminders for key events

Find events
The Calendar app can find and add events found in the Mail app

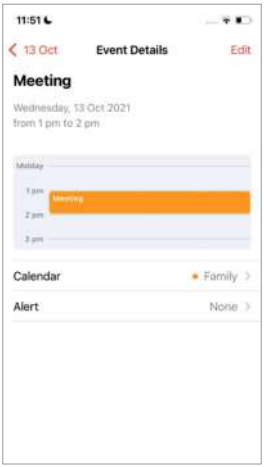


Fig 1 (above) Accepting an event invitation from others is now easier than ever with iOS 10, and you can alter its details if you wish

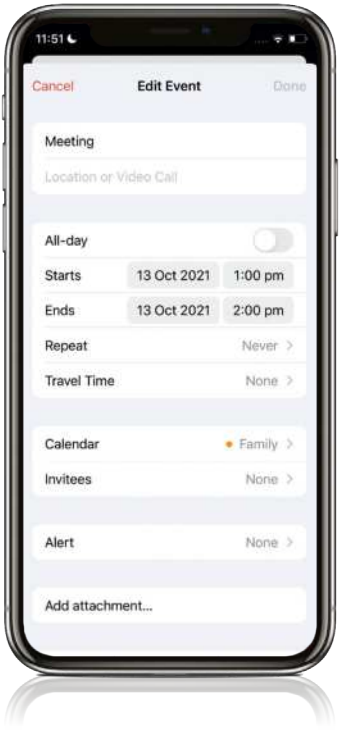
Fig 2 (right) With the Calendar app you can schedule events and appointments far into the future

Keep up to date in Calendar

Your device's Calendar app is an intuitive way to keep up to date with events for the day, week, month or indeed the next 50+ years (Fig 1). Scheduling event dates into the app is as easy as selecting a calendar view and tapping on a time segment.

Schedule appointments

Making appointments is a quick and easy process in the Calendar app. Use the tabs at the bottom of the interface to select the 'Today' view and you will see the current day broken down into hourly time segments. To choose a future date, tap on the day in the monthly calendar to the left; a breakdown of the day will be presented down the screen. You can swipe up or down to scroll through the selected day, then to start scheduling an appointment by pressing and holding on the desired time segment. A 'New Event' banner will then appear on the time segment, quickly followed by an 'Add Event' box. Here you can enter a title and location for your appointment or event and then factor in the start and end times. Using the other options in this box, you can then choose to repeat the



event, invite people from your contacts, trigger alert reminders, add it to a particular calendar and add notes. Tap the 'Done' button when all of the information has been added.

Changeable views

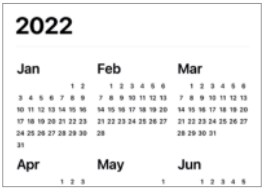
The Calendar app comes with a range of different views to help you plan ahead. By default the view is set to Day, with the current day broken down into one-hour segments, and with the week laid out across the top of the interface. If you want to view a month view, tap on the name of the month in the top-left corner and from there you can view the year by tapping on the tear in the top-left corner of the interface. Whatever view you are currently in, you can jump straight to the current day simply by pressing the 'Today' option in the bottom-left corner of the screen. Since advancements made to Calendars in iOS 9, the app now finds info like flights and reservations in your Mail app and uses the Apple Maps app to look up the locations you've entered. Then you will be alerted as to when the best time is to leave, based on the current traffic information.

Multiple calendars

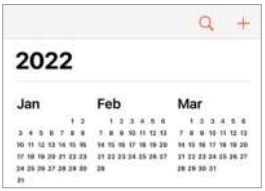
One of the best things about the Calendar app is its versatility. It allows you to create different calendars for different areas of your life, which you can then merge into one main calendar. You can create new calendars in the desktop Calendar app on your Mac (go to File>New Calendar). Any new calendars that you create can then be synced to your iDevice's Calendar app via iCloud. This should happen automatically but you can speed it up by tapping the sync button at the top of the Calendars menu.

You can also start scheduling new events by tapping the '+' button in the top corner

Create an event



1 Find the date
Scroll through the week, month or year to find the date you want.



2 Scroll to time
Swipe up or down through the Day view to find the start time.

3 Press and hold
Add details into the 'Add Event' box that appears.

4 Enter details
Enter locations, start and end times or invitees and hit 'Done'.

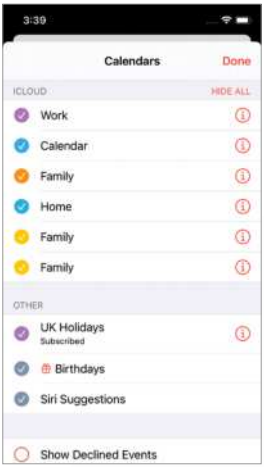
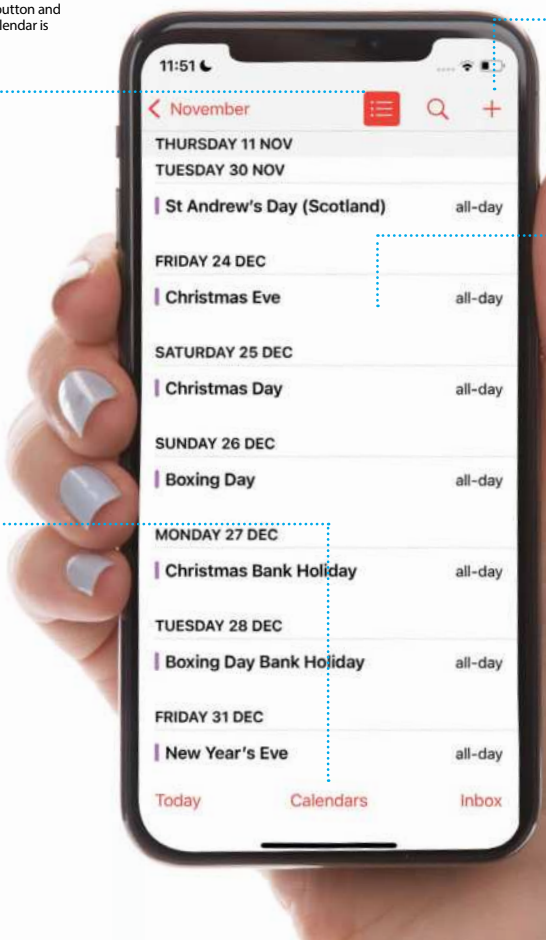


Fig 3 Tap on the Calendars button and ensure that the Birthdays calendar is activated in the list

Sync birthdays and anniversaries

As you would expect from a built-in iOS app, Calendars works in perfect unison with other apps to make your life easier. In this instance, Calendar works with your Contacts app to display birthdays and anniversary dates that you have assigned to specific people within your Contacts database.

Ensure that you have birthdays assigned to people in your Contacts database and then, in your Calendar app, tap on the 'Calendars' button on the bottom bar of the interface. Scroll down to the 'Other' section, where you will see Birthdays and ensure that this option is selected (Fig 3). All birthdays and anniversaries assigned in your Contacts app will now be displayed as all-day events on the corresponding day in your calendar. To assign birthdays and anniversaries to specific people in Contacts, tap on a

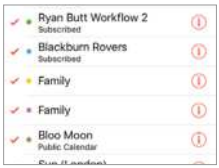


Add an event
Tap the '+' icon to add a new event to your calendar. Once you've filled in the details, it will appear on the main screen

Views
You can back out from the default day view to months and years to help you plan ahead. Just tap the button in the top-left corner of the screen

Events
A breakdown of the day shows all scheduled events. Tap on an event to view or edit the details

Your calendars
Tap on the Calendars button to view all of your active calendars and those that you subscribe to. You can manage your calendars from here



You can also add events to a calendar by importing a calendar (.ics) file from an email

contact and then choose 'Edit'. Scroll down to 'Add Field' and tap '+', then scroll down and choose to add either a Birthday or other date before factoring in the dates concerned.

Manage multiple calendars

Through the Calendar app you can subscribe to any calendar that uses the iCalendar (.ics) format. Many calendar-based services support calendar subscriptions, including iCloud, Yahoo! and Google – it's just a case of hunting around for the right ones.

To subscribe to a calendar, go to your Settings app and choose the 'Mail, Contacts, Calendars' option. Under 'Accounts', tap 'Add Account…' and then choose 'Other'. From here you can select the 'Add Subscribed Calendar' option.

You can also subscribe to iCal (or other .ics) calendars published on the web by tapping on a link to the calendar. As we have mentioned, you can also create new calendars in your Mac desktop calendar app and then sync them to your iDevice via iCloud. To manage your calendars, tap the 'Calendars' button in the top-left corner of the interface and a list will display all available calendars that you can then enable or disable at will.

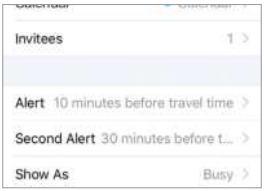
Subscribe to new calendars online

1 Find a calendar
Search for iCal calendars online and then hit the 'Subscribe' button.

2 Activate new calendar
The calendar will be added and can then be activated from the list.

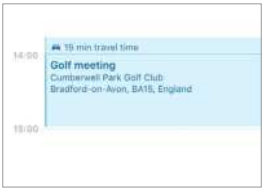
Set event alerts

1 Tap on event
Tap on an existing event or create a new one by pressing '+'.



2 Tap on Alert
Scroll down and tap on the 'Alert' option. You can set two alerts.

3 Select a time
Select an option. You can even set a 'Time to leave' alert.



4 Tap Done
Tap on 'Done' and your device will automatically alert you.

Notes

Notes lets you jot down thoughts or ideas quickly and easily. You can even draw them out with a variety of tools and then save them to iCloud

You'll use it to…

Write down ideas
Jot ideas while you're on the move

Organise automatically
Notes are listed by time and date created

Take advantage of iCloud
Share your notes and information

Collaborate on notes
Invite others to participate in note-taking

Keep note accounts
Create a note-specific account

Search your notes
Search the app for a specific note

Print and email
You can print your notes via AirPlay

Fig 1 (above) You can add more to your notes than just text. You can insert images, bullet points and tables

Fig 2 (right) You can easily share your Notes in a variety of different ways

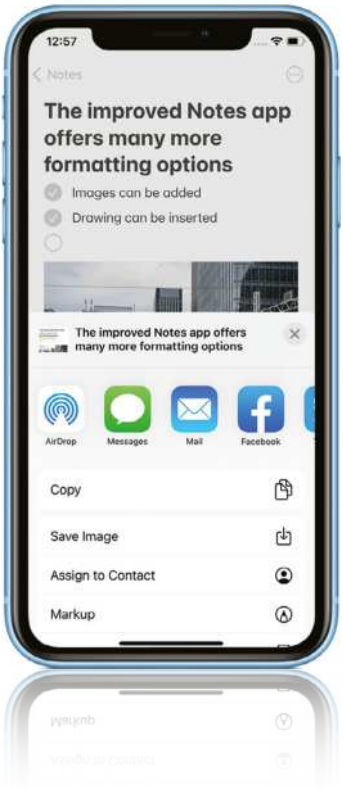
Take notes with ease

The Notes app is the perfect way to quickly write down those spontaneous ideas, lists and anything else that pops into your head that you may need to remember later on (Fig 1). Through recent updates your notemaking is made easier, more instinctive and more versatile, through the addition of drawing tools, photos, bullet points and the function of creating tables.

Write and share notes

Notes are categorised in folders. You can create a new folder by going into the Folders screen of the Notes app and tapping the 'New Folder' option in the bottom-left. Then select whether you would like it saved to your iCloud or on your iPhone. Every note is presented in an easily accessible list and is simple to share from within the app itself.

To start sharing your notes, tap the Sharing icon that's located at the top-right of the screen (indicated by an arrow in a box) and you will then be presented with options to Email, Message, Copy or Print (Fig 2). If you opt to email your note, the contents of the



current note will be copied and pasted into an email. All you have to do then is add the recipient's address in the correct field and you can mail it straight out from within the Notes app. There's no need to cut, paste and switch between the apps yourself. Any notes you create are synced to iCloud and can be accessed on all of your iOS devices, including your iPhone.

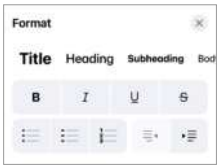
Collaborating on notes

A feature that often gets forgotten about is the option to add people to your notes. Ideal for when you are brainstorming ideas with work colleagues, for example, anyone that you 'add' to a note will be able to see the latest changes, whenever they occur. To add people to a note, tap the contacts icon in the top right corner of the interface and then choose a method for sending the invitation. Once received, the invitee can edit the note and see all changes made by other people. That this will only work on Notes saved in your iCloud folder.

Notes and iCloud

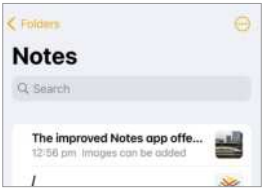
Notes can be linked to the iCloud. This gives you the ability to access your notes via different platforms such as a MacBook, iPhone and iMac as well as your iPad. If you use a **me.com** or **mac.com** email address for iCloud, go to the Settings and tap on iCloud and turn on Notes.

If you use a Gmail or another web email account for iCloud, go to the Settings app and tap on the Mail option then tap Contacts and Calendars. Then turn on Notes for the account. All of these features help to enhance your Notes experience and make note-taking as simple as possible.



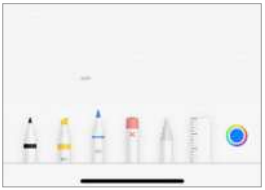
Change the font type and underline text by pressing the 'Aa' button at the top of your keyboard

Start drawing in Notes

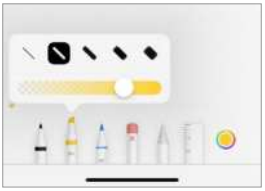


1 Open Notes
Notes lets you organise notes in folders. Open a new note.

2 Drawing and tools
Tap the pen icon to start drawing with the tools available.



3 Pencil
Use the pencil, which acts like a real one, to start the basics.



4 More settings
Tap on a drawing tool again after it is selected for more options.

Wallet

Store debit card details and pay for items using Apple's revamped Wallet app

You'll use it to...

Store card details
Users are able to add the details of both their credit and debit cards

Make payments
Scan your card with the Wallet app to make a payment

Scan QR codes
Use QR codes in order to make payments or redeem vouchers

Add coupon codes
Enter the details of your various loyalty and reward cards

Manage your finances
Keep tabs on the money coming in and out of your account

Share with friends
Share the details of your reward cards with your friends and family

Fig 1 (above) Enable the Face ID option to use your fingerprint as a gateway to your stored debit and credit cards

Fig 2 (right) Store loyalty and gift cards within Apple's brilliant Wallet app in a matter of minutes

Master Apple's amazing Wallet app

Contactless payments are now a part of our everyday lives, and with so many people using the super convenient technology, it's no surprise that Apple has gone ahead and created its very own payment system. While Apple Pay is fantastic for making small wireless payments with your iPhone, it would be nothing if you didn't have a secure and simple way to quickly access your credit and debit cards when you need them the most. Thankfully, that's where Wallet comes in.

Stay secure in the Wallet app

One of the issues that many people worry about when using contactless payments on their iPhone, is how secure their card details are. There's been a lot of media coverage on how dangerous these types of services can be, but much of that is simply false information. When setting up the Wallet app one of the first things you'll find is that Apple will prompt you to set up a variety of security levels, to make sure people can't access your sensitive data. One of these is Face ID, a great system that uses Facial Recognition

software as a way of gaining access to the Wallet app. The FaceTime camera scans and analyses the user's face to confirm their identity and proceed with payment. You will also have to set up a Passcode incase the iPhone has trouble recognising your face. For the ultra security fans out there, the combination of both of these is perfect for keeping your details safe. You cannot add your credit or debit card without activating these security features.

Wallet
BARCLAYS
VISA
Keep your boarding passes, cinema tickets, retail coupons and loyalty cards in one place. And show them on your Lock screen when you need them.
Scan Code
Find Apps for Wallet

Access your treasured reward cards and coupons

There are a number of high street banks that fully support Apple Pay in the UK, US and Australia. So much so, that many banks now have built-in terminals where you can make deposits and withdrawals with a simple scan of your iPhone. Some banks have been slow on the uptake when it comes to adopting Apple Pay, but by and large, you can scan a whole range of debit and credit cards into the Wallet app.

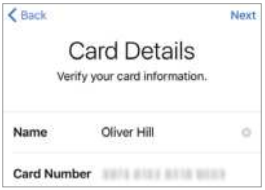
Adding cards is easy, and even if your card is well used and unable to be scanned, you can still add your details manually into the app. It's then a simple case of confirming all your extra details and you're good to go. Similarly, there's also full support for various reward cards and coupons, particularly useful if you're a seasoned Starbucks drinker. When browsing the Wallet menu, you can see all your stored reward cards and coupons at the bottom of the app, and a quick double-tap on one of them opens it up. Within these listings are separate QR codes, which form the basis of your payments. One of the coolest features of storing reward cards within the Wallet app, is that you'll then be able to see your points total for any given card, instantly showing you what you have been earning with it.

If your card is well-used, select the 'Manually Add Details' option to get your card details into the app

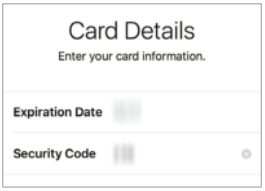
Add a new card to your Wallet

1 Enable Face ID
Press on the + icon and then enable Face ID and a passcode.

2 Scan your card
Use the viewfinder to scan your card details.



3 Edit details
Make any necessary changes to the name or card number.



4 Finalise your details
Confirm both the security code and expiry date.

Maps

Use the Maps app to search for and find directions to a location in both graphical or textual form

You'll use it to...

Enter a search
Search for and find your chosen location

Get driving directions
Get a great series of driving directions

See a Flyover view
Obtain a 3D, aerial flyover view

Zoom in
Double-tap on a map to zoom in

See more info
Press on a label to find out more info

Print directions
Print out a useful set of directions straight from your device

Fig 1 (above) If you want to jump between global points, it's easy to rotate the Earth over multiple axes

Fig 2 (right) Tap the search bar to find a destination or swipe up to reveal new details

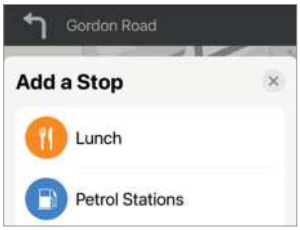
Find your way around the world

Maps on your iPhone provides you with a real-time map that can offer turn-by-turn directions that are dictated as you travel. There are also interactive 3D views plus an amazing Flyover feature. The entire world is open for examination and you can use the spread gesture to zoom in for even more detail.

Navigating Maps

Over the years the Maps app has enjoyed several enhancements to make it even easier to navigate between locations and discover what's around you. For example, when you have selected a start and an end point for a journey and are getting directions, you can swipe up from the bottom of the screen upwards to get an overview of the journey and discover where, for example, the nearest petrol station is along the way. This menu also provides handy audio directions (it is powered by TomTom) and other useful information such as your expected arrival time. The Maps app incorporates information from The Weather Channel, so whenever you are travelling

you will be able to see what the weather is like there. If your vehicle features CarPlay or Bluetooth, a pin will automatically be dropped when you park up so that you'll be able to find your car again easily. How cool is that?



What's nearby?

While exploring a destination, the 'Nearby' feature, accessible by tapping on ' Add a Stop' at the bottom of the interface, will show you a list of quick categories, including Food, Drinks, Shopping, Services, Fun and Health. Tap on a category to get a rundown of more in-depth listings. For example, under 'Food' you will be treated to a list of popular restaurants, grocery stores, fast food outlets and cafés. This feature makes it incredibly easy to get your bearings and see all nearby places of interest upon arriving in an unfamiliar destination, eradicating the switch between apps dedicated to this cause. Additionally, public transport info is available for certain cities.

Get directions

Once you have found your location, a blue button with Directions and travel time will appear at the bottom of the screen. The menu will show your chosen location and five modes of transport: Drive, Walk and, if applicable, Public Transport, Bike and Ride.

Once you have selected how you want to travel, a visual route will appear on the map with its travel time. You will often be presented with multiple routes to the same destination (alternate routes will be displayed as less prominent blue lines on the map), so tap on an alternative if required. Tapping on the route in the menu will bring up a step-by-step list of the journey.

Tap the compass point icon in the top-right corner to jump straight to your current location

Favourite a place

1 Directions
Write in a place in the bar to search for it and get directions.

2 Routes
Choose your preferred route to start your journey.

Address
Glasgow
Scotland
Wikipedia
Open Wikipedia
Glasgow is the largest city in Scotland, and third largest in the United Kingdom. Historically part of Lanarkshire, it is now one of the 32 council areas of Scotland. It is situated on the River Clyde in the country's West Central Lowlands. Inhabitants of the

3 Information
Tap the location you're headed to for reviews and extra information

4 Bookmark
Tap the 'Add to Favourittes' icon to add this location to a list.

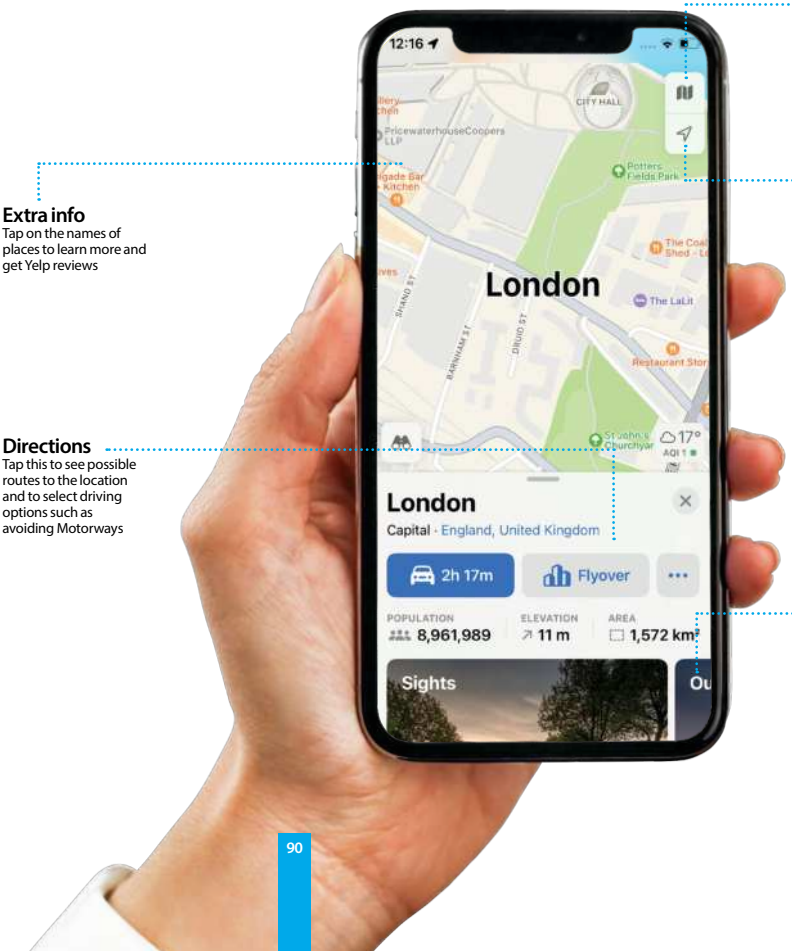
Fig 3 The 'Flyover' feature can produce some highly complex 3D objects

Turn-by-turn navigation

Once you have worked out a suitable route for your journey, and seen the breakdown of the various steps, you will see a green 'Go' option at the bottom of the screen. Tap this and your iPhone will turn into a sophisticated satnav device. Maps follows your progress as you go and dictates turn-by-turn directions to guide you towards your destination. Maps can also show the speed limit of the road you are on. You can turn navigation off by tapping the 'End' option in the bottom panel on the screen.

Standard or Satellite map views

When you are viewing a map location, there are two main ways that this information can be presented. If you want to see the



Map options
Tap on this icon to access various map options, including those to change the style of map displayed

Your Location
If you cannot find yourself in Maps, tap this to quickly go to your location.

Extra info
Tap on the names of places to learn more and get Yelp reviews

Directions
Tap this to see possible routes to the location and to select driving options such as avoiding Motorways

Guides
Find lists of notable locations to visit in your chosen city from trusted sources

Tap on the profile icon at the bottom of the screen to change your preferences and settings

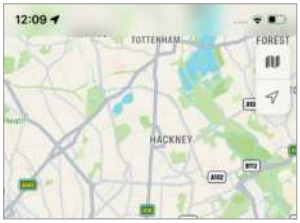
most realistic view on the location, you should select the 'Satellite' view. This produces a bird's-eye viewpoint, which is the most realistic, showing true-to-life features such as major landmarks and landscapes plus rivers and roads.

On the other end of the scale is the standard 'Map' view, which provides you with a similar view as you might see on a paper map, including road names plus the names of areas and indications of landmarks such as parks, schools, shopping centres and more. This is the most sensible view to use with navigation as it isn't filled with distractions – it's clean cut and easy to see.

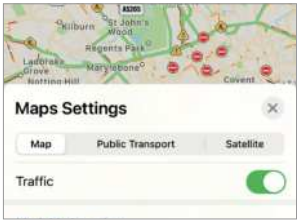
Flyover

With the 'Flyover' feature in Maps, you can see a selection of major cities from the air with photorealistic, interactive 3D views (Fig 3). The feature is not available for the entire planetary surface, but more cities are constantly being added. The feature enables you to explore cities in high resolution via zoom, pan, tilt and rotate gestures. If the city you are exploring is available in Flyover mode then the option will appear at the top of the interface.

Access the different map views



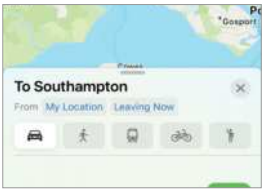
1 The corner
Press the map in the top-right corner of the map to expose the map menu.



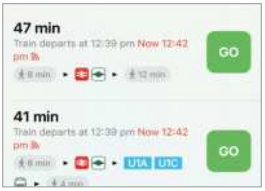
2 Change the style
There are three map styles accessible by tabs at the top of the menu.

Use public transport

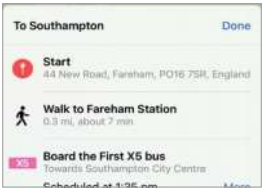
1 Pick your destination
Search for a place or address and tap Directions when ready



2 Select Transport
Public Transport is found at the bottom of the screen.



3 Transport routes
All of the available public transport routes will be shown.



4 Select a station
Tap on a route for more to view departure times and platforms.

Siri

Speak to your iDevice and assign it a host of tasks to make your life easier

You'll use it to…

Search the Internet
Surf the web and scour Twitter

Find information
Get weather reports and Wikipedia facts

Enable system toggles
Turn on Bluetooth, Wi-Fi and more

Make phone calls
Tell Siri who you want to chat to

Set up meetings
Make entries in your Calendar app

Get directions
Ask how to find your way somewhere

Fig 1 (above) The Siri app lets you ask so many different questions

Fig 2 (right) You can turn on Type to Siri from the Accessibility settings

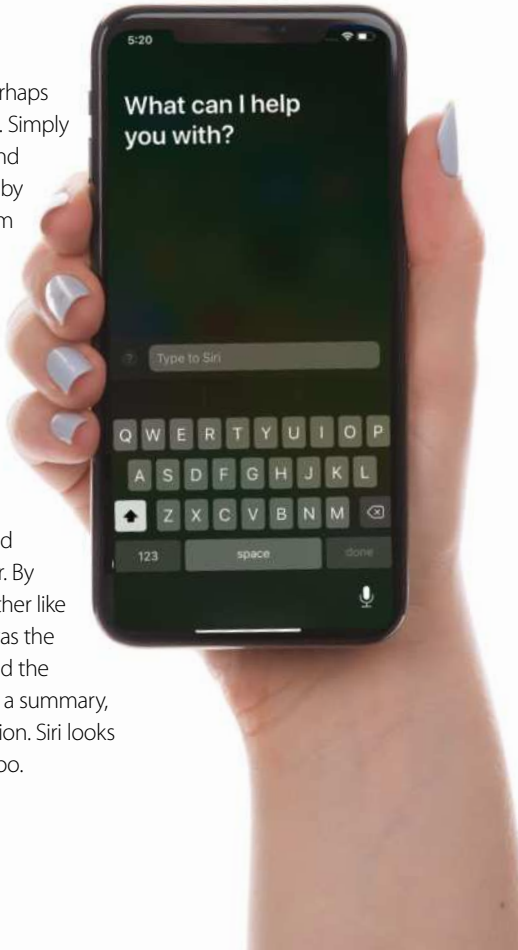
Your personal assistant

Siri lets you control your iPhone using the power of your voice (Fig 1). On activating your personal assistant you can ask it to search the web, change preferences, find locations and open apps. Introduced in iOS 11, you can type to Siri (Fig 2) by going to Settings> Accessibility>Siri. It is a handy feature if you want to use the assistant in a quiet area.

Search with Siri

Searching with Siri is perhaps its most useful function. Simply open Siri and ask it to find something on the web by dictating the search term – Siri will then give you a button that lets your perform your Internet search. There are some useful key phrases to bear in mind, however. If you want an image, just say "Find images of Stonehenge".

Search is not restricted to the Internet, however. By saying "What's the weather like in London?" or "What was the Liverpool score?" or "Find the beach", Siri will give you a summary, a scoreline or a destination. Siri looks for tweets and emails, too.



Communicate with ease

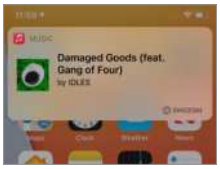
You can send a message via Siri. All you need to do, for example, is say "Text Jane Wallace and say I will be late," and the message will be formulated, ready for sending. You can send an email with the term "Email [name] and write [message]". It will even ask you for a subject. Need to make a call? Siri hooks up to your Contacts so it is very easy to do this. All you have to do is say "Call [name]" and Siri will find the right contact and connect you to them in seconds.

Packed with features

The list of instructions that Siri can perform is near-endless. As we have noted, Siri is capable of finding sports scores, but it can also find films. If you say the name of a film then it will quickly find references to it, pulling information from the Rotten Tomatoes website and showing you details that include director, stars and running time.

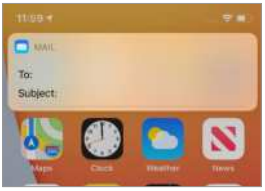
Siri also comes into its own when looking for directions. Make sure you have Location Services turned on for Siri under Privacy in the Settings app and then say "How do I get to [location]?" Siri will open the Maps app and show you the route. You can also ask for specific places from restaurants to other businesses.

Indeed, there is so much that Siri can do. You can play a song just by giving the name of it and you can schedule meetings ("Set up a meeting with [name] at 8am tomorrow" will place the entry in your Calendar). You can also set an alarm ("Set alarm for [time]") and turn it off again. Plus you can post to social media by saying "post to Facebook" or "Tweet [message]".



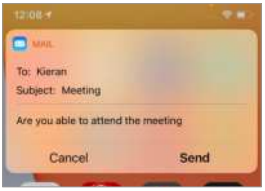
Siri can be used to recognise music using Shazam. Just say "What song is this?"

Send an email

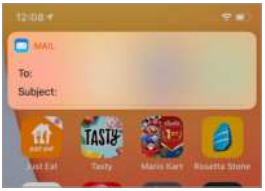


1 Start email
Say "Send an email to [name]". Siri will ask for a subject.

2 Compose message
Tell Siri the subject and then begin dictating the message.



3 Check the message
Siri will show you the message and ask if you want to send.



4 Send message
If you want to send, say "Yes" and it will be sent to the recipient.

FaceTime

FaceTime is ideal for talking to your friends, family or colleagues in real-time via video link

You'll use it to…

Make video calls
Talk face-to-face with friends and family

Talk to other devices
Call from iPhone to iPad or MacBook

Switch cameras
Easily switch from front to rear cameras

Call for free
FaceTime calls are free of charge

Use Group Cals
Great for speaking to multiple people

Add favourites
Create FaceTime favourites

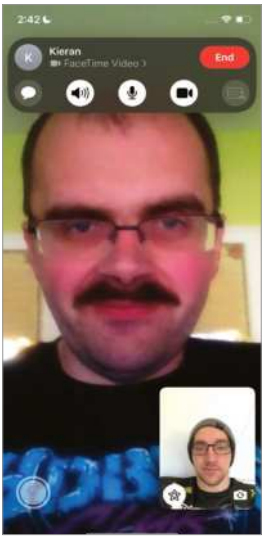


Fig 1 (above) FaceTime gives you an easy way to chat with friends and family

Fig 2 (right) Make sure FaceTime is turned on in the Settings app first

Chat face-to-face

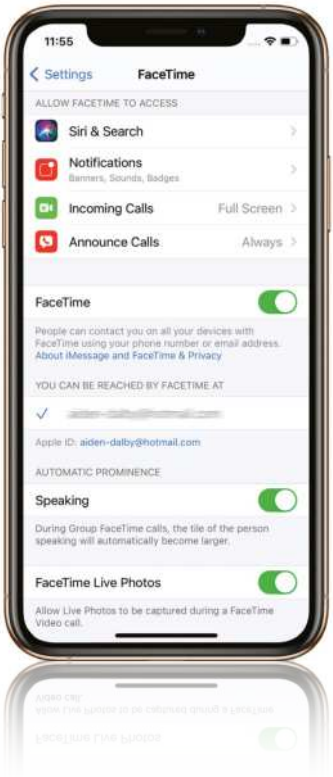
FaceTime allows you to undertake video calls with another user of a compatible Apple device: iPad, iPhone, iPod touch and Mac. The app also includes a picture-in-picture facility while you're talking (Fig 1), so that can see how you look to the other person.

Call a contact with FaceTime

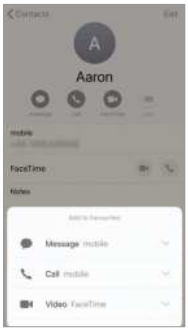
To enable you to use FaceTime, you will initially need to set up an Apple ID, if you haven't already obtained one. You'll also need a Wi-Fi connection or cellular 3G/4G link that can connect you to the internet for the app to work.

When you open FaceTime, you may be prompted to sign in using your Apple ID or to create a new account. Before you can make your FaceTime call, tap the Contacts app and find the details you require. Then choose a name and either tap that person's phone number or their email address, either will do to open FaceTime.

When making the call, you can use your iPhone or iPad in either landscape or portrait orientation. It is advisable, however, to lock the rotation before you make your call to avoid disturbing orientation


11:55
Settings
FaceTime
ALLOW FACETIME TO ACCESS
Siri & Search
Notifications
Banners, Sounds, Badges
Incoming Calls
Full Screen
Announce Calls
Always
FaceTime
People can contact you on all your devices with FaceTime using your phone number or email address.
About iMessage and FaceTime & Privacy
YOU CAN BE REACHED BY FACETIME AT
Apple ID: aiden-dalby@hotmail.com
AUTOMATIC PROMINENCE
Speaking
During Group FaceTime calls, the tile of the person speaking will automatically become larger.
FaceTime Live Photos
Allow Live Photos to be captured during a FaceTime Video call.

changes during your chat. If you have recently called a FaceTime contact, you can call them again quickly by visiting the Recents section found within the Phone app. You will see a small video-camera icon placed next to the contact.



Add Favourites

Using the FaceTime app is similar, in practice, to using the Phone app. You can make calls, interact with callers, respond to the Recent list of missed calls and create favourites.

To add a favourite, go to a contact in your list, select them, and then tap the Add To Favourites option. You will then be asked if you would like this favourite to be a voice call or FaceTime favourite. A star icon will appear against their name in the contacts list from now on, and you'll also find them under the Favourites shortcut, at the bottom of the screen in your Contacts app.

Chat on multiple devices

One of the more useful features of the FaceTime app is its ability to be used in between devices. While you can easily utilise FaceTime between iPhone and iPhone, you can also use it between an iPad and iPhone, iPhone and Mac and iPhone and Mac.

There are slight differences in how communication is initiated, however. The requirement of an Apple ID is constant but, in addition, you will need a phone number if you want to call an iPhone. To call an iPad, iPod touch or Mac, you can use an email.

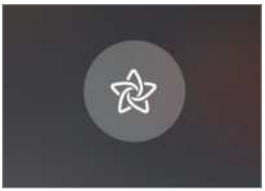
If you have iOS 12 installed you can initiate a FaceTime conversation with up to 32 people. Each person is represented in a small video window and whoever is currently talking will appear larger than the rest so you know who is speaking.

To FaceTime a Favourite from the list, simply tap on the name in the Phone app

The FaceTime controls

1 Picture in picture
Look at the small image to see what your caller can see.

2 Switch camera and mute
Tap on the More icon to find other options such as mute.



3 Effects
You can add some fun effects and filters to what your caller can see.

4 End call
To end the call, press the red End button.

Camera

Discover how you can take incredible pictures with your iPhone's Camera app

You'll use it to…

Take photos
Capture amazing images

Use grids
Compose shots to "rule of thirds"

Turn on flash
Brighten up your subjects

Take selfies
Make use of the front-facing camera

Allow auto-focus
Simply point and shoot if needed

Apply filters
Use special effects before shooting

Fig 1 (above) Take stunning photos using nothing more than your iPhone

Fig 2 (right) The top menu controls Live photos, flash, filters and more

Shoot photos

Taking photos is easy on your iPhone, but there is a lot more to it than simply pointing and shooting. Apple have added a bunch of impressive extras to make your camera-using experience so much better than that.

First of all, you should decide if you want a grid to help you line up your shot as this is only accessible via your iPhone's Settings app (Settings>Camera). Slide the Grid option to On. Now let us look at the four ways you can activate the camera. You can open it directly from the Camera app, but also by sliding up the Control Centre and using the icon found there (if you haven't customised the icons that appear). You can access it direct from the Lock screen and even ask Siri to open it for you.

If you are ready to take a shot, position the device so that your subject is lined up. When you are satisfied, tap either the shutter icon on the screen or press the volume button to take a shot. It will be displayed in the left-hand corner of the screen and tapping this will allow you to see it. Using the volume buttons should provide a more stable shot as you aren't tapping on the screen and it makes selfies a little bit easier.

Switch modes

There are seven modes within the Camera app. Decide which mode you want by sliding left and right through the options for Video, Photo, Square, Pano, Time-Lapse, Slow-Mo and, if you have an iPhone X or newer, Portrait. The Time-Lapse mode allows you to take photos at dynamically selected intervals to create videos that appear to be sped up, which can lead to some very amusing results. Square photos let you take the perfect shot without worrying about cropping out an important part to get the perfect Insta-pic.

Shoot videos

One slide to the right and you will select Video mode. By tapping the red record button you can start to film footage and the counter at the top of the screen tells you how long you have been filming for – you can stop by re-pressing the record button at any time. It is also possible to take a recording of yourself by switching the front-facing camera towards you. If you have an iPhone 5s or newer, the Camera app adds the ability to film in Slo-Mo which is at 120 or 240 frames per second. You can slow the resulting clip or parts of it when you play it back and edit it.

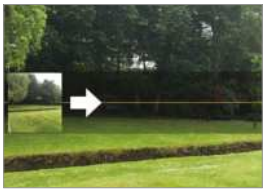
Add effects

With the Camera app you can add effects to any shot before you even take it. By tapping the three-circled icon in the right-hand corner, a list of effects will be shown. These include Vivid, Dramatic, Mono, Silvertone and Noir; with slight variations on each one as well. All of these are only available on the iPhone and you only need to tap on them to choose. The Filters icon will change from black

You can zoom into a subject when you are taking a video using your fingers

Panorama mode

1 Line up a shot
Position your iPhone to the left of the shot. Press shutter.



2 Move across
Now move continuously to the right across the shot.

3 Slow down
Don't go too fast. The iPhone will tell you to slow down if you are.

4 Keep going
When you reach the end, the shot is saved.

Camera

Fig 3 There are lots of different effects available, applied in real time

to colour when it is activated so that you know the filter has been turned on. To turn it off, just choose 'Original' from the effects reel (it will be at the very start of the list).

If you do not turn it off, then it will remain on your camera. This is great if you want to take lots of shots using the same filter. By allowing you to apply effects before snapping away, you are able to negate having to go through a cumbersome post-production process. Filters are not available for videos or for panoramic mode, but you'll find there are plenty on offer to meet your needs with the normal photos you'll be taking with your iPhone. It is also worth pointing out that you can only use a live filter if you own an iPhone 5 or newer.

Effects
The effects button lets you apply all manner of cool effects before you take a shot
Flash
Tap this icon to change the flash from auto to on or off depending on your circumstances and needs
Live Photos
When turned on your iPhone will capture a few seconds of video along with a picture. To see the video, go to the Photos app then select the Live Photos album
Front-facing
Tapping here will let you switch between the front-facing and the back-facing camera
Shutter
On the 5s and later models, tapping and holding the shutter button puts it into burst mode, taking up to ten pictures a second
SLO-MO
VIDEO
PHOTO
PORTRAIT

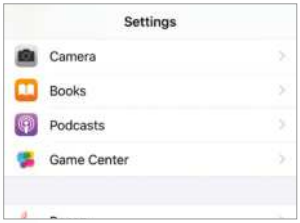
Tap the timer icon at the top of the screen to set a delay on taking the picture. Ideal for selfies!

Flash and HDR

When the lights get low, or you just need that little bit of added shine, your iPhone comes with a flash. There are three modes for the flash, each of which you can access via the icon in the top left-hand corner. You can choose from On, Off and Auto. When you press the shutter button, the flash will go off every time if you have it on, never if you have it off and whenever it is needed when in auto. The front-facing camera, however, doesn't have a flash, but some apps will flash the screen white for you instead.

You will also find the three letters HDR at the top of your camera screen (or to the left if you have your iPhone landscape). It stands for high dynamic range and it gives you realistic-looking images. Turn it on using the option to the right and position the camera ready to take a photo. A series of three shots will be taken and each will be at a different exposure. The best parts of each are combined. When you go to the Photos app, you can view the different elements of the image and see the single shot that has the best combined details. HDR ensures that you will also get the best possible shot at any one time and it will make your photos feel much more professional as a result.

Using HDR



1 HDR options
Go to Settings>Camera and it will be at the bottom of the screen.

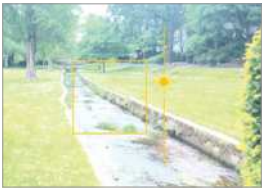
2 Normal or not
You can now choose whether to keep the normal photo as well as HDR.

Hold to focus

1 Position the shot
Line up your shot via the Camera app in any of the modes.

2 Tap screen
Now tap on the screen in the area that you wish to focus on.

3 AE/AF Lock
A yellow box appears. You can also make use of the AE/AF Lock.



4 Make adjustments
Move the light slider up or down to adjust the tint of the image.

Photos

Use this app to keep your precious photos in perfect order and browse them with ease

You'll use it to...

View your images
See photographs in stunning clarity

Zoom in on pictures
Use your fingers to get extra detail

See thumbnails
View images at a glance

Share photographs
Send images via social media or mail

Print images
Create a hard copy of any photo

Produce a slideshow
Have images automatically display

Fig 1 (Right) You can make photographs appear in the full iPhone screen by tapping a thumbnail in the Camera Roll

Fig 2 (right) All of your images are displayed as thumbnails so you can jump to any photo quickly and easily

View your images

Images which you take via screenshots, from the web or using the built-in camera, automatically appear within the Photos app. These are then available to you within one handy place, allowing you to scroll through them and see thumbnails for easy access.

The Camera Roll

When you take a photograph using your iPhone's camera, it will appear in your Camera Roll, a section in the Photos app on the iPhone. It is also possible to see the Camera Roll by opening the Camera app and tapping the icon in the bottom left.

If you want to view an image in your Camera Roll, you can do this one of two ways: either go direct to Photos by tapping the app on the home screen or view your shots via the Camera app. Then tap on one of the images to instantly bring it up on the entire screen and flick left and right to go through them (Fig 1).

When viewing a photo or video in the Camera Roll album, you can also tap the screen to bring up some controls. This will allow you to edit, share or even delete an image. You can

also go back to your Camera Roll to view the thumbnails again for quick selection. You can also view a slideshow of all your photos by tapping the Share icon, selecting images and then hitting the Slideshow button.

AirPlay

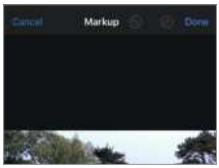
You can view photographs from the iPhone on an Apple TV, a low-priced set-top box for your television. This is done via AirPlay which is built into your iPhone. Both your iOS and Apple TV devices need to be on the same Wi-Fi network. You then open Photos, tap the Share icon followed by the AirPlay button. Choose your Apple TV and the photos will be beamed straight to it.

Photo Stream

Scrolling through your library of images looking for one specific photos can get tedious, so Apple introduced the Search tab. The Photos app can identify objects, people and animals in your images so when you're trying to find a photo you can start typing what is in the image and you should find it easily. The search terms can be as specific or broad as you wish, you can start with something as simple as "building" and then get more precise by typing something such as "Temple exterior."

Slideshows

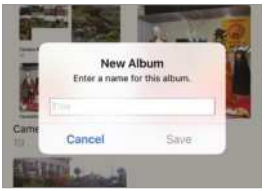
Photography is all about capturing moments that you want to look back on and remember for ever. You might want to relive the memories for yourself, or show them off to friends and family. While you can open individual photos one by one and show people, you can also create a slideshow. This will play automatically, so people



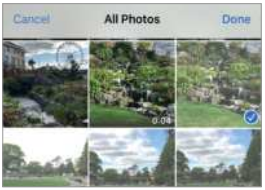
Enter Edit mode, tap the More icon and choose Markup to annotate your photos

Create a new album

1 Tap Plus
When in Albums, tap the '+' icon in the top-left corner.



2 Name your album
When prompted, type in a name for your new photo album.



3 Choose images
Next, select images to add to your new album. Tap to select.

4 Finishing up
When you have finished, tap 'Done' to create your album.

Photos

Fig 3 The slideshows allow for music and snazzy visual transitions

can view them without intervention. It is possible to customise your slideshow and really make it your own by adding transitions and background music. All you have to do is open up the Photos app, open a photo, tap the Share icon and then choose Slideshow. You can select to turn Music on and find a piece to play from the music that is stored on your device. You can also choose your preferred slide transitions, ranging from visual dissolves to origami effects. These will give your slideshow a more polished feel.

When you have finished, simply tap Start Slideshow and it will begin to play all of the photos in your Camera Roll from the start. You can open specific albums and play images from there if you want a more targeted slideshow. This is great for showcasing your holiday snaps, for instance.

Photos
Any photos that you take with your iPhone Camera app or images that you save from attachments or Safari will be stored here

For You
Photos will group together images and movies from particular times into magazine-style presentations

Select
Select an individual photo to delete it, send it via Messages, or apply edits to it. Select multiple photos to delete them all at once

Use the built-in grid guidelines when you are cropping to centre your photograph perfectly

Edit your photos

Are your shots looking a little shabby? Do they need a bit of a lift? You can easily make simple and subtle enhancements from within your Photos app to really make your favourite images shine.

To get started with your editing, open up a photograph and tap 'Edit' in the top-right of the screen. This will then take you to the editing mode, which offers you simple-yet-effective techniques to improve your images. The features available range from rotation to enhance, red-eye removal and crop.

Pressing rotate will flip your image by 90 degrees. Keep tapping to rotate it back to the original image. Crop places a series of lines across your image and allows you to trim away the excess for a perfectly composed capture. You can also tap on the lens icon to add fancy filters to your images and, if you tap the dial icon you can make intricate changes to the colours of the image. By tapping on each category you will display a wheel that you can move to adjust the image. By using these techniques, you will be able to make some small alterations to your photographs that can make a big difference to their appearance. Images are then saved to your Camera Roll.

Make photos instantly better

1 Find an image
Locate and select a photo you would like to apply edits to, and tap Edit.

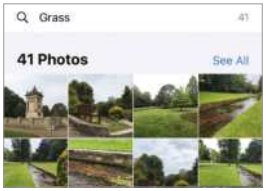
2 Tap Auto
Tapping the Auto wand icon will give your photo an automatic lift.

Use the Search Photo feature

1 Find Photo Search
Tap the Search options located at the bottom of the screen.

2 Suggestions
Photos will have some terms or places ready for you to try.

3 Start typing
Tap on the search bar and as you type, suggestions will appear.



4 See results
Photos will display individual images, albums and memories.

News

Take a tour of Apple's one-stop shop for keeping up with current affairs

You'll use it to…

Browse news sources
Pick the sources that matter to you

Read your digest
All the stories from all of your sources in one handy place

Share stories
Alert your friends to the top stories of the day

Save stories
Save the most gripping stories for later when you have time to enjoy them

Your digital digest

The News app, which replaced the Newsstand app when iOS 9 was released, provides an essential digest of all of your favourite news sources, and it was lavishly redesigned for iOS 11. By accessing all of the news that matters most to you through one app, you're saving yourself the time it would take to access each source's respective app individually (Fig 1).

Setting up

When you first launch the News app you will be invited to pick a handful of your favourite news sources from an extensive selection. These sources will provide the content for the app, but you can add more at any point or remove sources later that you feel aren't doing the trick. All of the content from the sources you pick will appear in the 'Today' section of the app. As all of the content is updated regularly, you can swipe down while in the 'Today' view to refresh the content and update your feed with

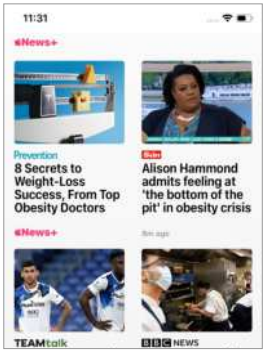
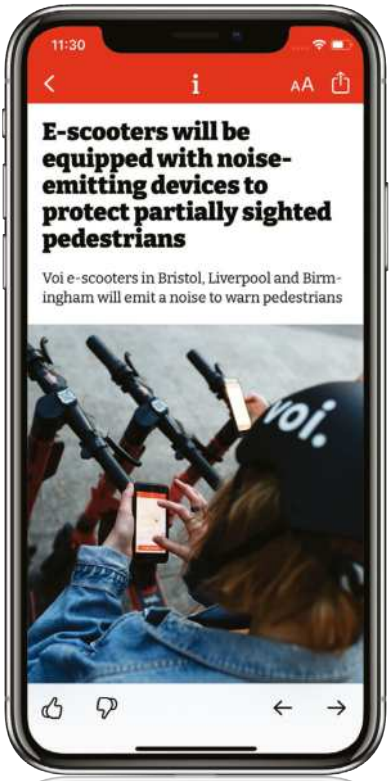
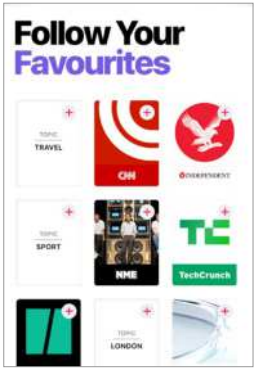


Fig 1 (above) The news from your preferred sources will be presented in your own personal feed

Fig 2 (right) Tap on a previewed news story to read it all in its entirety


11:30
AA
E-scooters will be equipped with noise-emitting devices to protect partially sighted pedestrians
Voi e-scooters in Bristol, Liverpool and Birmingham will emit a noise to warn pedestrians
voi.

new stories when they become available. When you see a story that you want to read, tap on it and you will be able to read it in its entirety using the full screen of your device (Fig 2). Tap the arrow to return to the main digest.

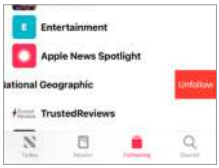


Your sources

To view your current preferred news sources, tap on the 'Following' section at the bottom of the interface and they will all be displayed on screen. Tap on a source to only display the news from that particular source. For example, if you want to go straight to the music news, tap on the *NME* source, or suchlike. You can also tap on the 'Edit' option in the top-right corner to remove certain sources from your collection if you find that you no longer read the news that they provide. Your news, your rules. If you want to receive notifications when a new story is published from a particular site, scroll down to the bottom of the Channels page and you will be able to choose which channels send you notifications.

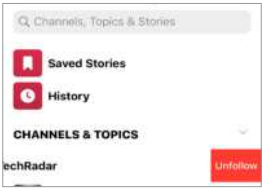
Explore new news

Like we mentioned earlier, you can add extra news sources to your feed that you didn't pick initially. To do this, tap on the 'Following' section at the bottom of the interface, which will provide you with a few suggested channels and topics. You can swipe down on this page to reveal a search bar that you can use to look for specific subjects or channel. To add a source, simply tap on the plus icon next to the respective source. Any sources listed that you have already included in your field will be marked.



A quicker way to unfollow a channel is to swipe left on the name then tap on the Remove button

Follow a channel



1 Getting started
Go to the Following tab and swipe up to reveal the search bar..

2 Search
Type the name of a news channel or subject you want to follow.

3 Your news digest
Tap on the plus icon to add it to you follow list.

4 Your news digest
You can also tap the share icon in a news story to follow the source.

History
Clear
techradar
Belkin unveils a full 5G family for your home and business
techradar
Travelex website was hit by Sodinokibi ransomware
techradar
This 8TB SSD fits right in your pocket - but you can't buy it
techradar

Fig 3 You can save stories to read later or find previously browsed content under the History tab

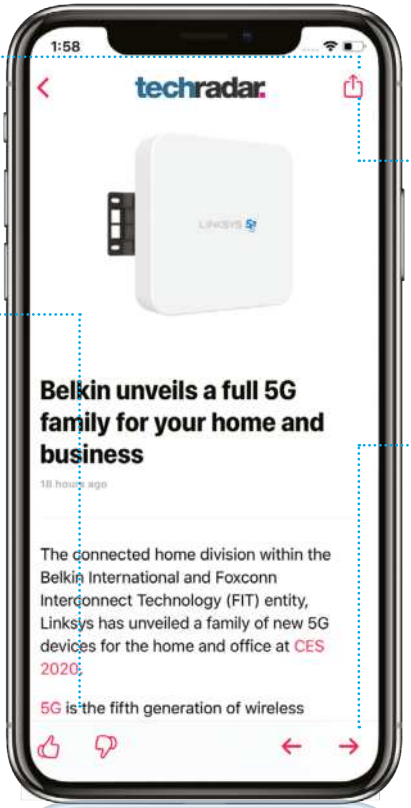
Reading news stories

If you want to read the full content of a story that appears in your feed in the Today section, tap on it to open it full screen. This will also present a selection of additional features. As always, you will see the Share icon – tap this to share the current story through the usual array of sharing options, including your social networks. You will also see options here to open the story in Safari and add it to your Safari Reading List.

Tapping the bookmark icon will save the story – particularly useful if you come across a story of interest but don't have the time to read it. Once a story has been saved, you can find it in the Following tab. This is useful as you don't risk losing the story in the avalanche of new content that is regularly refreshed into your feed.

Share
You can share news stories through the usual variety of methods or even save them to your Safari Reading List

Your news
The News app tailors your feed to meet your particular needs and requirements, so you only have to see the stories that are important to you


1:58
techradar.
Belkin unveils a full 5G family for your home and business
The connected home division within the Belkin International and Foxconn Interconnect Technology (FIT) entity, Linksys has unveiled a family of new 5G devices for the home and office at CES 2020.
5G is the fifth generation of wireless

Mark stories
Tapping this icon will also give you the option to mark the story as a Favourite, making it much easier to spot within the news feed and teaching News the kind of content you like

Next up
If you've picked a particular category to look at news stories witin, then you can click this to go straight to the next story without going back to the list view

Man who campaigned for assisted dying dies aged 71 after removing his ventilator
E-scooters will be equipped with noise-emitting devices to protect partially sighte...

Swipe left on a story in the For You section to bring up quick options to Love, Share and Save it

The Following section also includes a handy History tab that you can use to see all of the stories you have read. So even if you forget to save a story, you can still find it with relative ease through this section (Fig 3). For those looking for more content, you should try Apple News +. The service offers unlimited access to over 150 publications, both newspapers and magazines, for a monthly fee.

Searching for news

One section within the News app that we have only briefly touched on is the Search facility. This can be found in the Following tab by swiping down on the screen. You can use the search bar to search for news channels, topics or a specific story.

As you enter keywords you will be presented with top hits that nail your desired topic head-on, or secondary topics that feature one or more of the keywords you have entered. The search function will initially bring up the top five suggestions based on your search term but there will be 'see more' tabs below them that you can tap on to find more search results. Simply tap on one of the topics to reveal the content displayed similar to how it is in the Today tab.

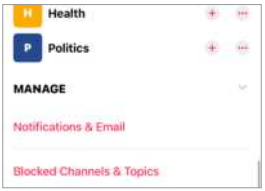
Enable background app refresh

1 Go to Settings
Launch your Settings app and then go to the News section.

2 Enable the option
Enable the Background App Refresh option to update content constantly.

Get News notifications

1 Go to the Settings
Tap on Notifications, then News and turn on Allow Notifications.



2 Go to app
Go to the Following tab and scroll down to Notifications & Email.

3 Channels you follow
Your channels are listed at the top. Tap the sliders to turn them on.

4 Other channels
You can also turn on notifications for channels you don't follow.

Books

Enjoy a good read without having to trek to the library, and save some trees at the same time

You'll use it to…

Buy books
Access the Book Store

Read fiction
Flick through thousands of novels

Listen to audiobooks
Use the dedicated audiobook store

Save your PDFs
Place PDFs in iBooks

Search through books
Find specific terms in books

Enlarge text
Make books comfortable to read

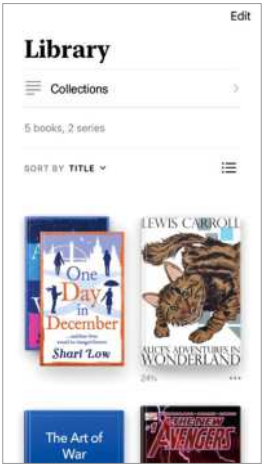


Fig 1 (above) Take your book library with you wherever you go

Fig 2 (right) The Book Store is packed with all kinds of books and you will be spoiled for choice

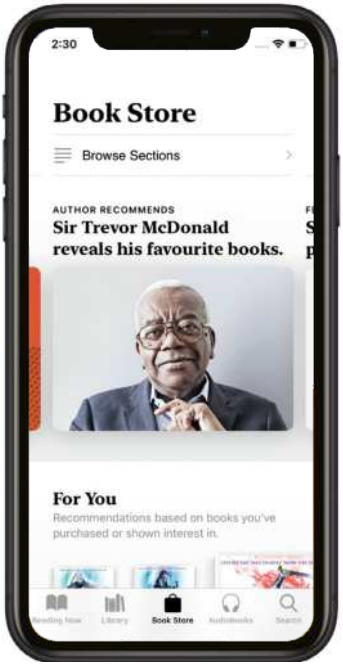
Read books on your device

Using the Books app, you can not only browse books and buy them in the Book Store, you can also read them on your iDevice. The app puts an entire library of books at your fingertips. If you prefer audiobooks then this app has a dedicated store page for those, too.

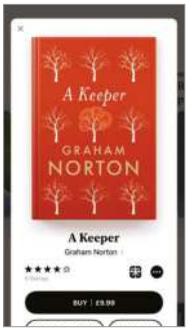
The Book Store

The Book store is the place to go to choose from thousands of books to buy and download to your device. The store is packed with all kinds of different genres, both fiction and nonfiction. The Book store has had a nice change in design for iOS 12. You can access it by tapping the icon at the bottom of the interface. Tapping this will bring up the main store home page, which shows some new releases, what's trending, and any promotional offers.

You can search the store by tapping the Search icon at the bottom of the screen or you can tap on the Genres option located in the bottom fo the Book Store page. You can see the Top Charts by going to the Book Store. This is divided into Top Paid and Top Free or you can view by genre. If you have another iOS device and



you buy a book from the iBook Store on it, you can have the book download to that iDevice too at no extra cost. To do this, tap on the Purchased icon and then tap the cloud icon on a book.



Sample/buy a book

To buy a book or audiobook, search for the one you want and then tap it. An information page will appear showing you the description, ratings, reviews and any related books.

As well as being able to share the information via Mail, Twitter and Facebook and even copy the link, you have two choices. You can sample the book or buy it. Tapping Sample/ Preview downloads a small section of the book to your iPhone for you to read -or listen to if it's an audiobook. Tapping the price will prompt you for your Apple ID and this will then download the whole book to your device.

Navigate a book

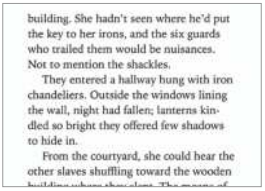
When you are in your iBooks Library, simply tap on a book you want to read and it will open. By flicking your fingers left and right you are able to go back and forth between the pages. You will also see a scrub bar at the bottom of the screen. Scrubbing through this lets you jump directly to a page, the number of which will be displayed below, along with the total number of pages in the book.

At the top of the screen, you will see more options. These include the ability to go back to your Library or select one of the book's chapters. You can adjust the text size and search for certain words and phrases but, handily, using the right-most icon, you can bookmark pages, too. Users can even use the highlighter tool to mark important pieces of text.

Castle
Cancel
Text
Chapter 3
...each sponsor a would-be Champion to train in the glass castle and ultimately compete in a du...
Chapter 6
The glass castle of Rifthold.
Chapter 6
It had been built above the original stone castle, and cost a kingdom's wealth to construct.

Use the magnifying glass icon to search for words, chapter numbers and page numbers

Activate Night mode


building. She hadn't seen where he'd put the key to her irons, and the six guards who trailed them would be nuisances. Not to mention the shackles.

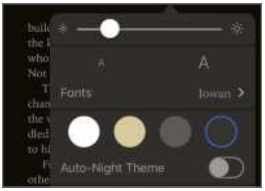
They entered a hallway hung with iron chandeliers. Outside the windows lining the wall, night had fallen; lanterns kindled so bright they offered few shadows to hide in.

From the courtyard, she could hear the other slaves shuffling toward the wooden

1 Find a book
Open a book you want to read at night and tap the font option.

2 Select Theme
If you want something slightly darker, tap on the grey option.

3 Select Night
Tap on the Night theme and the screen goes dark.



4 Brightness
Adjust the slider at the top to change the screen's brightness.

Health

Apple's integrated Health app provides an easy-to-read dashboard for all of your fitness data

You'll use it to…

Link health info
Get data from all of your fitness apps linked to one place

Monitor your health
Decide what at-a-glance info is displayed on your Dashboard

Create a Medical ID
List all of your stats and health concerns

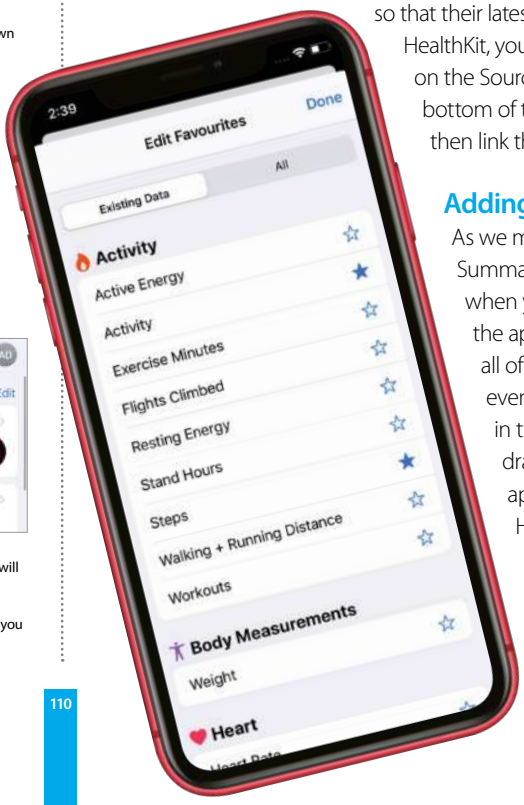
Provide emergency info
Make your Medical ID accessible to other people

Share data
Share your health info with others, like your doctor

Determine data points
Choose which time-frame of info is shown

A health revolution

The Health app is an incredibly helpful tool that helps you monitor and keep track of all of your essential health and fitness data. What's more, Apple has also created a new tool for developers called HealthKit, which allows all of the existing health and fitness apps to be linked to the service and work together to provide an accurate overview of your activity. The purpose of the Health app is to draw all of the data from all of your fitness-related apps together in one place so that your overall fitness and well-being is easier to monitor. When you first launch the Health app the main Summary page will be empty (Fig 1), but as you update your most-used fitness apps so that their latest versions utilise HealthKit, you will be able to tap on the Sources button at the bottom of the interface and then link them to the service.



Adding services

As we mentioned, your Summary page is bare when you first launch the app – and indeed all of the data that will eventually be presented in the Health app is drawn from other apps and services. However, you can still decide exactly what information is displayed in the Summary by

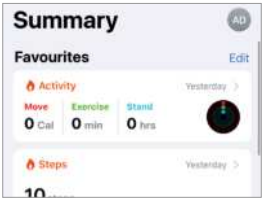


Fig 1 (above) The Dashboard is empty when you first launch the app, but you will be able to add services later

Fig 2 (right) Choose which information you want displayed by tapping on Edit then the star icons

tapping on the Edit icon at the top of the interface. This will present a list of all possible measurements in regards to your body (Fig 2) divided into sections such as Heart, Activity and Sleep. Tap on the Star icon to select which aspects of the data you wish to have displayed in the Summary. Once you have determined this, tap on 'Done' and the data you requested will be added to the main Summary page for easy referral.

Medical ID

Another aspect of the Health app is that you can create your own personal Medical ID, an emergency card with important health information (such as blood type or allergies) that is available from your iPhone's Lock screen and easily accessible should you ever need to relay this information to other people in a hurry. You can create a Medical ID by tapping on the icon found in the Summary tab of the app and then filling in all of the required data. Before you finish, make sure that the 'Show When Locked' slider at the top of the page is set to the 'On' position and then this will ensure that your Medical ID can be viewed when your iPhone is locked by tapping 'Emergency' followed by 'Medical ID'.

Sharing your information

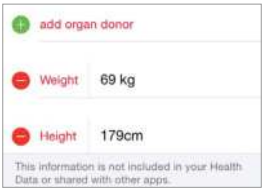
Another great aspect of the Health app is that by tapping on the Health Data icon and choosing the 'Share Data' option, you can opt to share your personal health information with other people to whom it may concern, such as your doctor. The service works incredibly well and provides an easily accessible overview of your health and fitness whenever you need it.

Add extra info to your Medical ID by selecting it and tapping 'Edit' in the top-right corner

Create a Medical ID

1 Tap on Medical ID
Open the Health app and scroll down the Summary page until you see the Medical ID link.

2 Start creating
Read all about this aspect of the service and then tap on the 'Create Medical ID' link.



3 Enter information
Scroll down through the form, filling in any information that may be applicable to the various fields.

4 Tap Done
When you have finished, move the 'Show When Locked' slider to 'On' and then tap 'Done'.

Files

The easy way to store all of your presentations, PDFs, and other documents and access them anywhere

You'll use it to…

Back up files
Keep all of your prized documents safely stored in one place

Transfer files
Open files in other apps beyond the native ones that created them

Shift files between devices
Moves files between devices or cloud storage services

Work remotely
Continue working on your office presentation while you commute

Collaborate
Share and collaborate on documents with your work colleagues

Save instantly
Any changes you make to documents will be reflected on all devices

Fig 1 (right) All of your important files and documents can be found and accessed through the Files app

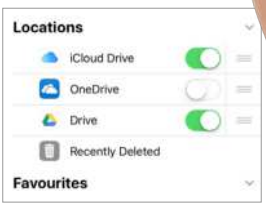


Fig 2 (above) Go to Locations, then tap Edit to add available cloud services

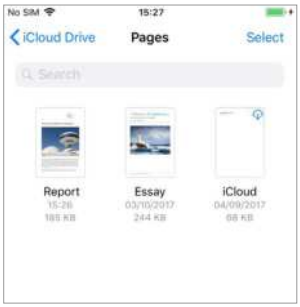
Freedom to work

In previous versions of iOS there was the iCloud Drive app; this let you access the files saved to your iCloud account, across Apple devices. The Files app is the evolution of this concept. With this new app you can add various other cloud storage service so all of your documents and photos are located in one place, allowing you to transfer between them. Dropbox, Google Drive, Microsoft OneDrive and Apple's own iCloud Drive can all be accessed through Files. This means, for example, you can save a Word document to Dropbox on your PC and then pick it up on your iPhone – through Files – while on the go. There's also a range of tools that makes arranging all of your documents while on-the-go possible. There are some functions exclusive to the iPad – such as dragging and dropping items from other apps into Files – but the iPhone version can perform the majority of tasks needed. It's never been easier to access and organise your content stored in the cloud.

Organising files

Not only can you open and edit documents, images and presentations, but Files makes it

easy to organise and arrange here, too. By going to Browse, you can see all the locations you can currently access, by scrolling down you will see Tags. When you long-press on a folder or file a menu will appear allowing you to tag items. If you tap on tag you can select an existing tag or create a new one. As mentioned before, you cannot drag items from one app into Files, but you can drag and drop items in the Files app into folders. Hitting the share button will bring up the option to share to the other cloud drives linked to Files.



Accessing files

Along the bottom of the screen you'll find two tabs; Browse and Recents. Browse is where all your files are shown and you can go between storage service. While in the Browse tab, you can choose to arrange the files by Name, Date, Size or Tags. If you're not a fan of the grid layout, then tap on the list icon in the left-hand corner to arrange everything in that format. Towards the top of the screen will be a search bar, this can search through all of your cloud services but will only search for file names or types – it cannot search through the file's text.

The Recent tab will show the last six items you accessed – tap on 'See All' to view all of your files in order of when they were opened. With Files, all of your documents are made accessible outside the confines of the app that created them. Select a file and then tap on the Share icon and all available options will be displayed. For an example, a file created in the Notes app can be opened in Pages by tapping on the share icon and selecting 'Copy to Pages.' This will duplicate the text from Notes and import it into the new app where it can be edited using that program's tools.

You can draw on images while in the Files app by selecting an image then tapping on the pen icon

Add new locations

1 Go to App Store
Open the store and search for the cloud storage service you want to add to Files.

2 Allow location
Once the download is complete open Files, under Browse tap Edit and turn on the location.

3 Log in to account
Depending on the service, you can log in through Safari or through the Files app.

4 Browse Content
Now you can look through all the content stores on that Cloud storage on Files.

Pages

Get creative using Pages and put together some truly complex and visually enticing documents

You'll use it to…

Write countless letters
Create perfectly formatted letters to friends and family in any style you like

Make flyers
Make posters, artistic flyers and other eye-catching documents in a few taps

Use notes
Utilise footnotes, endnotes and take advantage of great word-count features

Share your work
Once you're finished, you can easily share your creations via many different services

Export your documents
Export your documents in various different formats for ultimate compatibility

Use the templates
Create visually impressive work by using one of the included templates

Fig 1 (above) Pages is the ultimate word-processing solution for any iPhone user

Fig 2 (right) Flyers and reports take minutes to create and can be a highly professional-looking addition to a business

A word processor on iPhone

Pages is a fully featured word processor which includes many attributes and full compatibility with popular document formats. Everything you need is built in to a wonderfully clean interface. You can also access Pages documents through the new Files app.

Create invitations & reports

One feature included in the Pages app that almost no other word processor includes is the ability to create flyers, and to do so with a minimum of fuss. From the moment you open the app you are presented with a selection of templates, but you can also make one from scratch.

To make a flyer or an invitation, tap the + button at the top and select Create Document. Select Blank and a blank page to work on will appear. You can now type your message and hit the paintbrush to change the fonts and colours.

Any images you find in Safari can be saved to your Camera Roll and then pasted into Pages. You can now manipulate them by touch alone which will let you change the size of each image and even change the angle at which they are presented.

Reports are created similarly. You can copy rows and columns directly from the Numbers app or by hitting the + icon and embedding charts and tables directly into your report document. The possibilities are endless.

Learn to work with the Apple-designed templates

The great templates that Apple has included in Pages are designed for you to manipulate however you wish.

Tap the + button on the front screen and then Create Document. Now select one of the templates that fit your project. Once you've chosen a template to use, you can tap any of the text and replace it with your own and even replace any image with one that you would prefer to use. You can also move the images anywhere on the document and the text will automatically re-flow around it.

AirPrint

Apple's AirPrint function is utilised in Pages to let you share any document you create straight away with an AirPrint-enabled printer. All you need to do is tap the more icon at the top of the screen and then select Print.

Now tap the Printer option in the next screen. Your iPhone will now search for a suitable printer and give you the option to print it immediately. No wires, no fuss and the most efficient printing experience imaginable.

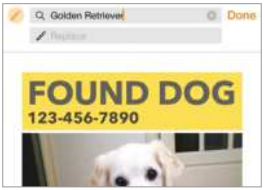
All the usual features and options that you get when printing are also available, including the number of copies you would like and the range – whether it be the whole document or just certain pages you would like to print.

Use the + icon at the top to add in some different media, tables and shapes to your documents

Find and replace

1 Use More
Tap the More icon in a document and then select Find from the list.

2 Tap the pencil
A box will appear at the top. Tap the pencil icon to the left of it.



3 Time to type
Fill out the Find and Replace boxes with the relevant words.

She was not wearing a collar, so I don't know her name. She seems like quite an old girl and I'm hoping to return her to her loving owners.
What: Found Golden Retriever
When: 25 February 2015
Replace
Replace All

4 Time to replace
Now choose Replace or Replace All as required then you're done.

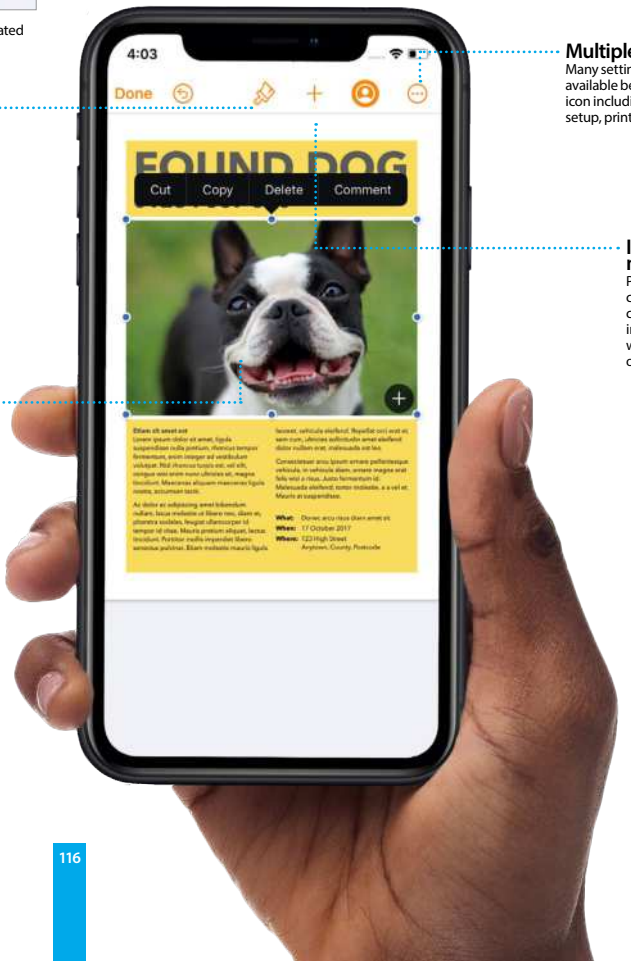
Fig 3 Images in Pages can be manipulated very easily by touch alone

Working with images

Dealing with images when you're working in Pages is as natural as you could hope for. It almost feels futuristic once you have learned how to manipulate them to your desires.

Any image can be imported into Pages by simply copying it from your Camera Roll or saving it from the web first and then copying and pasting it. You can also tap the + icon when in a document and choose Media to copy any image in your Photos photo library to the document. It will be placed full-size in the document and so may look out of place at first, but this is where the magic happens.

Tap on the image in the document and you'll notice the blue dots around it; if you hold and pull any of them you can resize the image by touch alone to see what fits best. Using a finger and



Multiple settings
Many settings are available behind the more icon including document setup, print and more

Styles
You can choose from multiple fonts and many style options for your text

Inserting media
Photos, tables, charts and shapes can all be inserted into a document with just a couple of taps

Images
Images can be managed in any way you like and moved around the document with ease

Tap the more icon and choose Document Setup to alter your doc header, footer and paper size

thumb you can rotate the image in any way and then move it into the exact position you want by simply sliding it. It really is incredibly easy to work with your images in Pages.

Share your documents

You can share your documents easily in Pages and the process is as simple as everything else you will encounter in this superb app. Tap the more icon at the top of the screen then the share option and check the various options available to you.

You can email the document and choose which format you want to send it in (PDF, Word or Pages) and then fill in the recipient's email address. The title of the document will form the title of the email so most of the work is already done for you.

You can also copy the document to a cloud storage service such as Dropbox, if you have the app on your device. Remember that if you enabled iCloud when you first ran the app, all of your documents will be automatically stored online for you and are available whenever you need them through Pages or the new Files app. There are multiple sharing options and they are all easy to use, so the only thing that you need to do is decide which one to use.

Save a Pages document to the cloud

1 Get sharing
With your doc open, tap the more icon and then select 'Share'

2 Select app
Choose from the various cloud storage services on your device

Export to .doc

1 Find the document
Go to the main document screen then tap to open the document.

2 Share and Print
Tap the more icon and choose the Export option.

3 Time to convert
From the selection of possible formats, pick Word.

4 It's exported
The file will now be saved in .doc format ready for you to share.

Numbers

Numbers is Apple's answer to Microsoft Excel and you'll find that it succeeds in all the important areas

You'll use it to…

Use clever templates
Build spreadsheets for multiple tasks using the useful built-in templates

Add complex calculations
Take advantage of more than 250 useful functions so Numbers does the thinking

Include your media
Insert photos and videos into all of your spreadsheets to enhance the experience

Share your work
Share your creations with your friends and colleagues in mere seconds

Undo mistakes
You can undo your errors even after a spreadsheet has been closed

Build tables
Build tables and use charts to manage your data and stay on top of your workload

Fig 1 (above) Numbers can handle presenting complex data in a natural way that appeals to everyone

Fig 2 (right) You can create new spreadsheets in Numbers in seconds

Present facts and figures in style

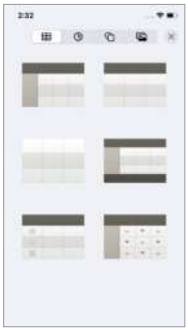
You can present all of your numbers and data in styles that are easily understood by others using Numbers. The prebuilt charts and tables make organising information as easy as can be within a spreadsheet. It's downloadable from the App Store for free.

Create a spreadsheet

The process for creating a new spreadsheet in Numbers could not be simpler. However, there are a few choices open to you when you are getting started.

The front screen will show a Getting Started spreadsheet and a + button at the top. Tap the + and you will be presented with the option to create a spreadsheet. Choose this and a selection of templates will appear on screen. If you choose the blank template you will be given a completely blank canvas to work with, but think about the task you want to complete before choosing this and have a look at the templates that are available, just in case a different one will be more suitable. Whatever template you decide upon, simply tap a thumbnailed

spreadsheet and it will fill the screen ready for you to work on. You can now tap on any cell or pinch to make the rows and columns larger and interact with every single part of the new spreadsheet. You'll soon come to realise that creating a new spreadsheet in Numbers is incredibly efficient.



Intelligent tables

The tables built into Numbers are incredibly useful when building new spreadsheets. Tap the + icon at the top when in a spreadsheet and then choose Tables from the top bar.

You will now be able to choose from six screens of tables, each containing five choices in different colours and with specific uses. Some have checkboxes built in and others are plain and simple which could be useful for presenting simplistic data. Thirty intelligent tables makes Numbers even more useful. There are also a wide range of charts and graphs that can be created from the data. When you select a table it appears below your spreadsheet, so you can manage both aspects of your data at the same time.

Sharing your spreadsheets

When you have finished creating your spreadsheet, sharing it couldn't be simpler. Simply head back to the main screen where all of your files are held and tap on the sharing icon in the top-left corner. Choose whether to Share Link via iCloud, Send a Copy or Open in Another App and then select the spreadsheet that you would like to share.

You then need to choose the format to share it in and the sharing will be completed. You can share spreadsheets in just four taps which is ideal for fast, seamless file transfers.

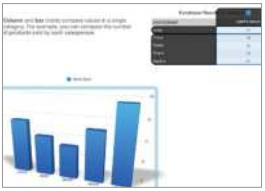
You can choose as many files as you like to share at once by simply tapping on each one

Make a 3D chart

1 Locate the charts
Tap the + icon at the top when in a spreadsheet and select Charts.

2 Go to 3D
Tap 3D and then choose a chart style that you want to use.

3 A simple tap
Tap the chart as soon as it's in your current spreadsheet.



4 Choose your data
Highlight some cells and the data will be added to the chart.

Keynote

Keynote makes presentation creation easier than ever before and the results are always impressive

You'll use it to...

Use the templates
Create superb presentations using the professionally designed templates

Share your work
Export your work in various different formats for maximum compatibility

Use media
Insert engaging media anywhere in your presentation to bring your work to life

Animate away
Animate aspects of each slide – an ideal way to keep the audience's attention

Control your presentation
Swipe, flick and tap your presentation to control it wirelessly with your iPhone

Keep your work safe
Use iCloud to keep all of your precious work safe, no matter which device you use

Create presentations

Keynote can help you to create sophisticated presentations in mere minutes. You can use the templates or start from scratch, but the end result is almost always exactly what you wish for. Download it from the App Store for free.

Make a slideshow

To make your first slideshow using Keynote, open the app on your iPhone and then start by tapping the + icon at the top of the interface. Then select Create Presentation. Browse through the options and choose a simple template such as White or Black and you will be presented with a slide showing an example photo and some text. Double-tap the large text and replace it with your own words and do the same with the smaller text. You can add whatever you like to the first slide and then tap the + icon in the bottom left-hand side of the screen. A new window will pop up and you can select another slide type to insert. Once you have chosen one to

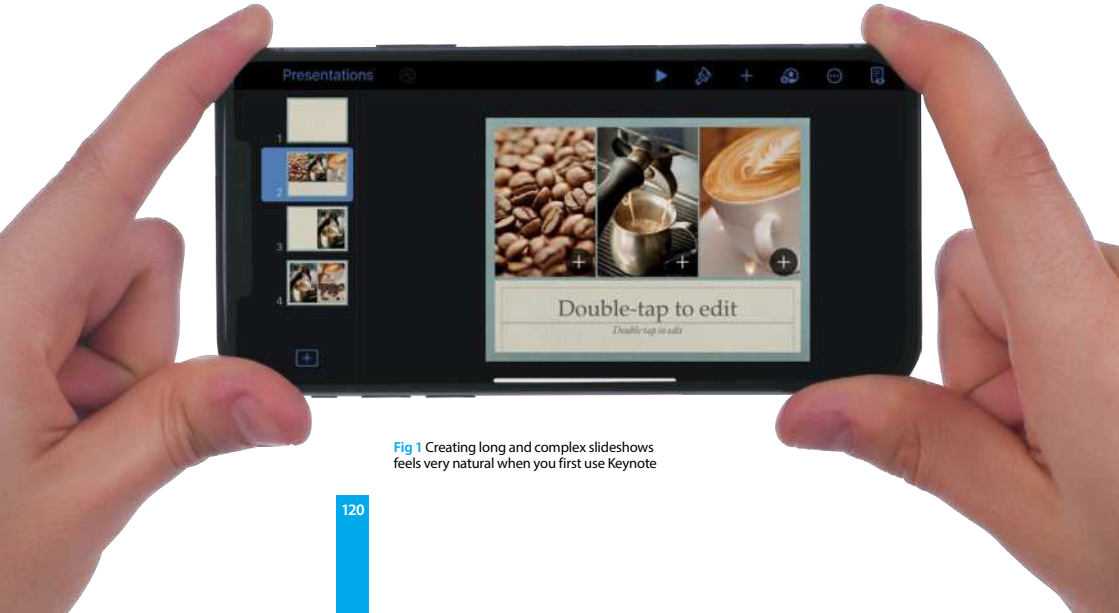


Fig 1 Creating long and complex slideshows feels very natural when you first use Keynote

use, it will fill the main section and be shown as a thumbnail in the left-hand panel. As you add in new slides to your presentation you can hold each thumbnail and drag it to a new position – you can move your slides about in any way you like.

Choosing and managing the individual slides is a very easy process. You'll find that most of your time will be spent writing and adding your content to each one, to make your presentation as exciting as possible.

Flick, tap and drag to navigate your presentation

Holding your finger on a slide thumbnail will select it – you can now drag it to a new position in the slideshow's timeline to change the order in which the slides appear.

Tapping an individual slide will display it in full on the right-hand side for editing and this will help you to decide exactly where in the presentation each slide should be placed. If you have many slides, simply flick up and down the thumbnails to see slides that are off the screen.

Share your presentation

After you've finished creating it, sharing a presentation takes only a few seconds. When in a presentation, tap the More icon at the top and then choose Share and Print. You can now choose to email it or open it in another app. You can also copy it to iTunes or to WebDAV for safe keeping, but there are more than enough options for most people to share their work in any way they like. When exporting, an option will pop up to choose which exact format the presentation should be shared in.

You can delete individual slides by holding your finger down and using the pop-up menu

Add animations

1 Use the spanner
Tap the More at the top and select Transitions and Builds.

2 Select a slide
Tap the slide you want to transition from and then 'Add.'

3 Choose a transition
Scroll through the list of transitions and select one to use.

4 Choose your animation
Tap the transition at the bottom of the screen to see its options.

GarageBand

The latest update to Apple's portable recording studio is a must for electronic music makers

You'll use it to...

Create electronic music
The new Live Loops feature makes it easy to create new pounding beats

Play instruments
Play any instrument from a vast number of offerings for a symphony of sounds

Use your own equipment
Attach your own instruments and then play and record them instantly

Keep in sync
A great way to manage all of your songs automatically using the iCloud

Mix and match
Mix many instruments and sounds into one multilayered song for amazing results

Jam with friends
Play along with friends using wireless connections and make music together

Now with added beats

GarageBand is capable of acting as a mini recording studio for all of your instruments. You can play many of the included instruments on the app or simply plug your own in, via a special adaptor, for added realism. The most recent update includes Live Loops, a grid-based interface for piecing together beats and samples to create a banging tapestry of sound – and it's so easy to use.

Create a song

Creating a song in GarageBand is ridiculously easy. Anyone who has played around with it will know that it includes a selection of virtual instruments that you can use to record music entirely in-app plus the facilities to plug in your own physical instruments and record and edit your jams. Well now the app has been stretched with the inclusion of Live Loops, a useful tool for electronic music makers to construct tools using a grid of beats and samples. Start off by selecting a style of music from EDM, Hip Hop, Dubstep, RnB, House,

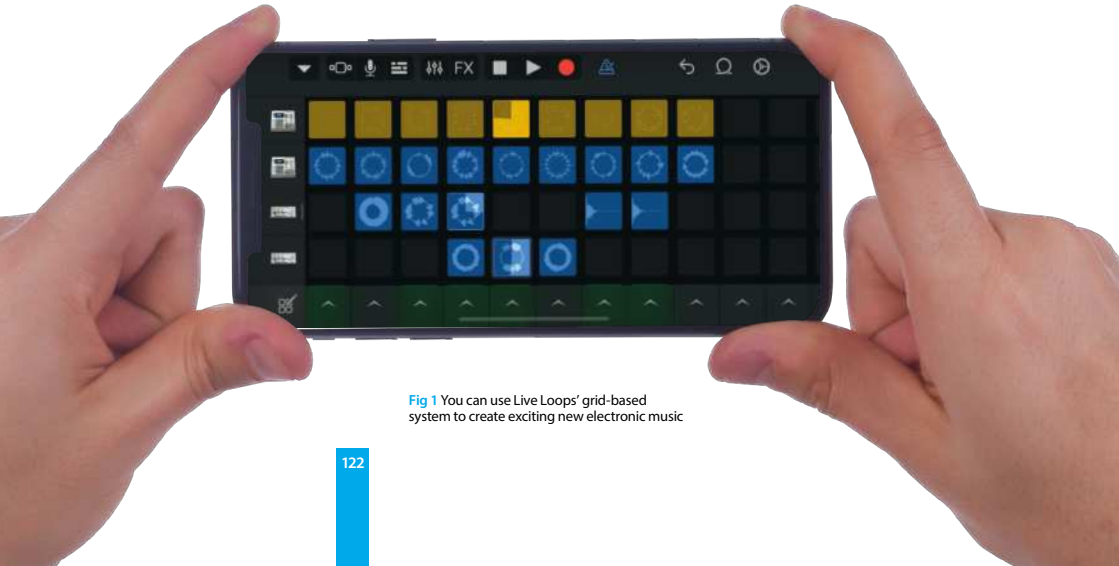


Fig 1 You can use Live Loops' grid-based system to create exciting new electronic music

Chill, Rock and Electro Funk and a grid pattern will be displayed with a range of applicable sounds displayed as tiles. You can select tiles individually or in groups and can piece together segments of music by initialising another group of tiles while the current one is playing. When you do this they won't be played instantly, but will be introduced at the next possible beat so everything blends together seamlessly. You can also edit the tile pattern at will.

Make your own beats

If you wish to edit a set of Live Loops from the default arrangement then tap on a tile and then tap the mic icon in the top-left corner. A floating toolbar will provide options to Cut, Copy or Delete. Alternatively you can edit an existing tile (or create a new one) by using the main options to select – or record – the type of sound (if it's a beat) or the type of sample to include. Once you have placed some beats and samples on your grid, you can have fun with the 'FX' tool to add in various wobble, reverb or repeat effects.

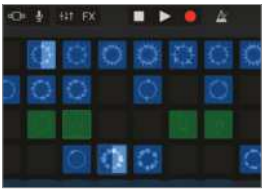
Other sounds from other sources

When Apple introduced the iCloud Drive, it allowed you to access files from other apps and import them into the app you're using. Well GarageBand utilises this feature by allowing you to import sound files created on other music making apps. To do this, scroll down to the bottom of the grid and tap on the '+' icon to add a new track. Now choose the 'Loops' option (or 'Instruments' if you wish to add in smart or live instruments) and then tap on the Audio Files tab at the top of the screen. Choose to 'Import from iCloud Drive' and then press, hold and drag your pre-created sound sample into the grid. It really couldn't be easier.

Remember you can import music from your iTunes collection to 'mash up' and add new layers

Create new music

1 Go to Live Loops
Tap on Live Loops and then choose a style of music to play.



2 Experiment with tiles
Tap the tiles to play them and create walls of sound.

3 Edit tiles
Change the sound of existing tiles or create entirely new ones.

4 Add effects
Tap 'FX' to add effects to your tiles to create a more unique sound.

iMovie

Let your imagination run wild with iMovie and make professional, fun and unique creations every time

You'll use it to...

Build a memory
Create audio-visual records of special events

Touch your movie
Use touch to adjust every second of a movie

Take advantage of themes
Manage themes for a fantastic end product

Animate your photos
Animate every photo for seamless videos

Create a film studio
Make your films look professional

Share with friends
Share your creations in many different ways

Create & edit films

iMovie is designed to let you simply drop media including videos and photos into it and to then edit them all together. The end result is a movie format that looks as though you spent hours creating a masterpiece. In reality, you can create that masterpiece in minutes. It's downloadable from the App Store for free.

Make a movie with trailers

You may wonder how trailers can work within videos, but in iMovie the idea has been taken to a whole new level. To use a trailer, tap the + button in the centre of the screen and choose New Trailer from the pop-up. You will now be presented with a selection of trailers in a horizontal form that you can preview. Tap the play button on each trailer and it will start playing so that you can be sure the theme fits with the content or event you are building the movie for. When you have found one, tap the Create icon at the top-right and a new screen will pop up for you to personalise.

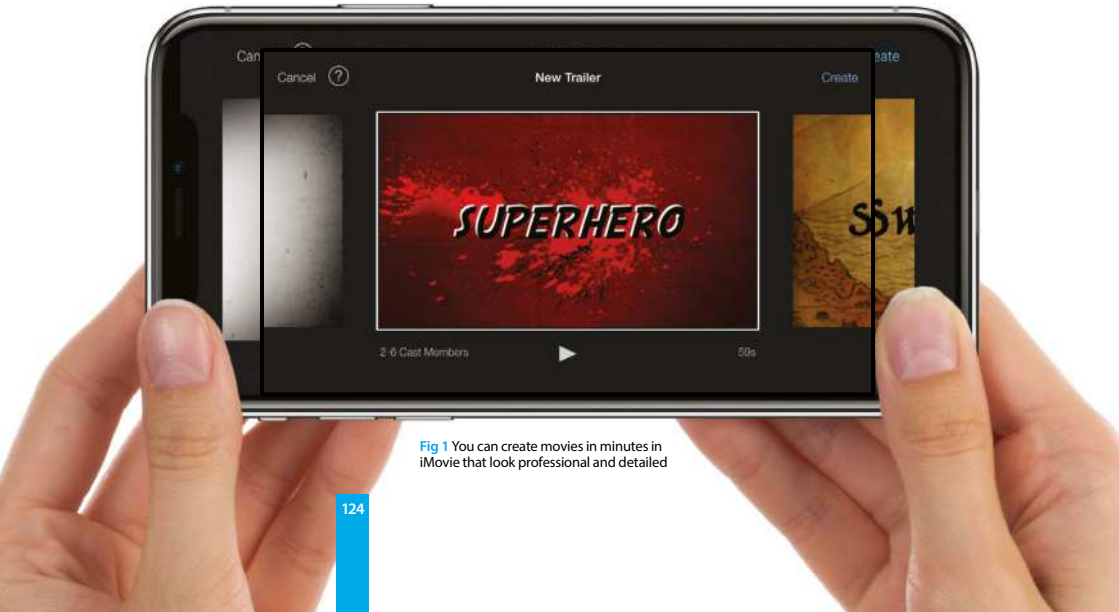


Fig 1 You can create movies in minutes in iMovie that look professional and detailed

You can type in the name of the movie, the cast members and even credits to show at the end. You can then create a storyboard by tapping the relevant icon and when you add media it will be annotated with the topics you have input. Trailers are easy, effective and stunning to watch.

Add titles and transitions

You can add titles to any image in iMovie by selecting an image from the Camera Roll and then double-tapping it at the bottom. Now choose your title style and then type in the words in the text box that appears.

Transitions between images and videos are handled by double-tapping the small arrows between the objects and then using the scroll wheel to choose the one you want to use. It all works by using simple touches.

Film from within the app

iMovie works perfectly with media you have already captured, but you can take new photos and videos while you are in the app and add them to a new project straight away.

In the editing screen, look for the camcorder icon which is placed to the right in the centre line. Tap it and you will be taken to the normal camera screen. Notice at the bottom that you can select between film and photo. Simply make your choice and snap the media to add into your movie. Then tap 'Use' to include it in your project immediately. This is perfect for when you want to grab a few incidental shots to help piece your project together and make the whole thing run a bit smoother.

You can select transitions that range from 0.5 seconds to two seconds. Try to use the shorter ones for consistency

Import footage

1 Tap the button
Tap the add button on the left-hand side of the screen.

2 The media screen
Select the type of media you want using the bottom buttons.

3 Choose an item
Tap a photo or video and tap the arrow, it'll import to your project.

4 Import the media
You can manipulate the imported footage to your preference.

Fig 2 Trailers bring lots of fun and plenty of special effects to all of your movies

Fig 3 Themes can add a great touch of personality to all of your movie creations

Use iMovie themes

Themes in iMovie are much more subtle than trailers. Themes are intended to give you an environment for your movie to play within, rather than offer special effects that build around a storyline.

From the editing screen, tap the cog icon which is in the top right-hand corner and you will be presented with a selection of thumbnails which designate each theme available to you. Once you have chosen one that you want to use, highlight it then press Done. It will then be added to your project. You will now need to play the movie to see what it looks like and if you are not happy, simply press the cog again and select another one. This is by far the best way to test each theme until you find the one you prefer.

You can also choose to use the music that is embedded in the theme, or select some music to add in from your own music library

Precise manipulation
Every single clip can be manipulated precisely using the yellow handles and displayed information

So many themes
You can choose from a selection of themes via this button and also use it to manipulate many other settings

Transitions
You can add transitions between elements and even title each photo within the movie

Visually aware
At any time you can zoom in to see exactly how your finished movie will look

To make some precision edits, you can pinch to zoom in to each clip and examine it up close

stored on your smartphone. You will also be able to set a default fade from black or white for the entire theme in the settings screen if you wish.

The Precision Editor

The Precision Editor is extremely effective for creating professional-looking clips and it gives you a lot of control over each part of your movie, but it is not obvious how it should be used at first. The process is, however, very natural and quite easy to use once you understand the basics. It's worth taking some time to get used to it and the results will make the effort worthwhile.

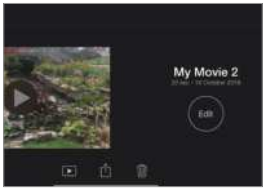
All you need to do is tap on a photo or video in your timeline and then look for the yellow bars at the ends of the media. Think of these as handles that you can drag into position, because this is exactly what they are. As you move them along, you will see detailed information in the top half of the screen that lets you precisely choose how long each clip should be and where it should start and end. Play around with these precision controls to see exactly what you can achieve with this feature, and when you're happy, watch your movie back!

Edit a video's sound

1 Select the clip
Tap on the video clip you would like to edit and it will be highlighted yellow.

2 Tweak sound
Tap the speaker icon and then move the slider to adjust the clip's volume.

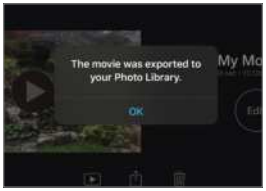
Export to Photo Library



1 Find your movie
Go to the Projects tab and find the video you wish to save.

2 Time to send
Press the Share icon at the bottom and then Save video.

3 Choose your size
Now choose the quality of the movie you want to export.



4 Export completed
It may take time to export, but it'll complete eventually.

Take a trip down memory lane with pages and pages of nostalgic goodness

Get up close and personal with your favourite bands and artists

Find inspiration and impress your dinner guests with recipes for every occasion

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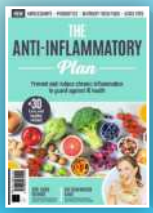

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iPhone

The Complete Manual

✔ Introducing the iPhone

Discover all about how Apple's game-changing device can assist your everyday living, from keeping connected to running an office

✔ Set up your iPhone

Find out how to get your new iPhone up and running straight out of the box

✔ How to use your phone

Get the most from your device with our simple step-by-step guides to using the hardware

✔ Master the built-in apps

Your iPhone comes with a plethora of excellent apps – learn how to use them here

✔ Explore Apple Music

Sign up to the new Apple Music service and enjoy premium music streaming on your iPhone

✔ Get to grips with iOS

Take advantage of the new features found in iOS 15, and work more efficiently

✔ The App Store explained

Extend the functionality of your iPhone by downloading the best apps from the App Store

✔ Understand Apple Pay

Use Apple's Wallet app to keep your details secure and make payments more easily than ever before

✔ Take amazing photos

Learn how to utilise the latest features from the iPhone's powerful camera

✔ Boost productivity

Use apps like Pages, Numbers and Keynote to work on the go, wherever you may be

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